

Security Review Summary

January, 2020

Robin Abello, Mike Goldblatt, Christy Wilson, and Carol Hergenroeder conducted a security review. Several improvements were recommended, as noted in Robin Abello's document of November 22, 2019. The Christy and Carol received security training from Robin. Security improvement recommendations were reviewed with the SO board where appropriate. This resulted in several improvements in our Cyber Security.

1. Moving forward, the SO board requests an internal security review annually and an external review every three years. All security reviews include a new checklist to ensure the most important security measures are being followed.
2. All board members except Kit Jones have the password for the SOCA Access spreadsheet. This spreadsheet has the passwords of important software and hardware at Snowden Overlook.
3. The importance of certain information on the SO website was emphasized. Steps have been taken to document this and ensure website backups meet our needs.
4. A new disaster recovery document is included in our documentation.
5. Full hard drive backups exist for both computers, to allow quick reinstallation of all software in the event of a disk failure or major malware attack.
6. Air Gap backups are implemented to protect the most important files from a major malware attack.
7. Major software is installed on both computers, so that either computer can be used for all important office functions.
8. The board will review the status of WinDSX for control of our clubhouse door lockis over the coming months.
9. The SO privacy policy is updated.
10. As a general guideline, computers will be replaced every 7 years. Other network will be replaced every 10 years.
11. Billing for our domain, website host, and Dropbox account are not adequately followed. The board will address this as an administrative matter in the coming months.
12. We have decided not to use Dropbox for backups and file sharing. Windows file sharing is working properly. We don't have the expertise to manage Dropbox "conflicted copies".
13. Carbonite includes backup for our Email (Outlook database). We have verified that all of our important files are backed up by Carbonite.

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These improvements plus our existing practices meet Snowden Overlook's cyber security requirements with the exception of points 8 and 11. These points are being addressed.

Respectfully submitted,

Dennis Eichenlaub