

Cybersecurity Risk Mitigation Checklist

Imran Ahmad and Katherine Barbacki, Norton Rose Fulbright Canada LLP

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Maintained

For further information, see the practice notes: Data Breach Response Procedure, Information Security Audit, Cyber Breach Incident Management, Data Breach Pro Tips, Breach Notification and Management, Data Breach Notification Webinar, Breach Notification FAQs and Cyber Insurance Coverage, the precedents: Breach Report to a Privacy Commissioner, Breach Report to an Individual and Data Breach Log, and the checklists: Cybersecurity Incident Response Plan Checklist and Cyber Insurance Checklist. For information on cybersecurity, see the Cybersecurity Resource Kit. For information on legal issues following the Russian Invasion of Ukraine in various practice areas, see the Ukraine Invasion Resource Kit.

Overview

The following checklist can be used by private organizations when implementing internal procedures and policies during the pre- and post- stages of a breach.

Pre-Breach

The following steps are recommended to have been taken prior to a breach in order to better prepare organizations in the event of one:

- Develop a formal information governance structure.
- Establish an enterprise-wide information security team.
- Prepare a data flow map and data risk analysis.
- Develop a Cyber Incident Response Plan (CIRP).
- Provide privacy and security awareness training to employees.
- Develop a vendor management program.
- Conduct regular incident response drills.
- Assess cyber liability insurance.

Post-Breach

Navigating a situation after a breach can be challenging; the following list provides guidance organizations may wish to follow:

- Act promptly.
- Follow the incident response plan.
- Engage experts as required.
- Investigate and contain the breach.
- Maintain privilege.
- Consider notification, reporting and record-keeping obligations.
- Ensure communications strategy minimizes litigation risks.
- Manage employee communications.

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