

Diocese of Des Moines

Information Systems Security Best Practices

Quick Start – Minimum Requirements

1. Have a data backup program in place and current on all computers.

Resources:

- Windows 10 System Image Backup: <https://www.windowscentral.com/how-make-full-backup-windows-10>
- Datto Corporate: <https://www.datto.com/file-backup-and-sync>
- Carbonite: <https://www.carbonite.com/>

2. Install & activate a firewall on every computer/network.

Resources:

- Microsoft Security Essentials: <https://support.microsoft.com/en-us/help/14210/security-essentials-download>
- Zone Alarm Firewall: <https://www.zonealarm.com/software/firewall/>
- Privatefirewall Firewall: <http://www.privacyware.com/>
- Fortinet Firewall: <http://www.fortinet.com/>
- Comodo Firewall: <http://personalfirewall.comodo.com/>

3. Install, activate, & maintain updates of an anti-virus program on every computer.

Resources:

- Webroot antivirus: <https://www.webroot.com/us/en/home/sem/brand>
- AVG antivirus: <https://www.avg.com/en-us/>
- Norton Antivirus: <http://us.norton.com/>
- McAfee Antivirus: <http://www.mcafee.com/us/>
- Kaspersky Antivirus: <http://usa.kaspersky.com/>
- AVAST Antivirus: <http://www.avast.com/>

4. Install, activate, & maintain updates of an anti-spyware/anti-malware program on every computer.

Resources:

- Spybot Search & Destroy AntiSpyware: <https://www.safer-networking.org/compare-spybot-editions/>
- Spyware Doctor Antispyware: https://spyware_doctor.en.downloadastro.com/

5. Utilize a spam filter application to guard against unwanted, harmful emails.

Resources:

- Spam Assassin Email Filter: <http://spamassassin.apache.org/>
- Appriver Email Filter: <http://www.appriver.com/>
- Email Filter: www.mailwasher.com

6. Enact a password requirement policy.

- Enforce password activated screen savers/hibernate
- Enforce password protection (i.e. do not share passwords)
- Enforce password strength requirements
- Enforce password refresh timelines

Example: 0314gMd1oce\$e

7. Follow online banking security guidelines.

- Utilize a stand-alone computer for any online banking transactions with your financial institution
- Do not access any other internet functions from this computer (including email)
- Follow Internal Control & Separation of Duties guidelines
- Remove overdraft protection from all accounts

Use of all products above depends on every computer running a current, fully updated operating system (Windows).