Information Security

Loss/Theft Questionnaire

Desktops, Laptops, Mobile Computing, Mobile Media

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of this report: | |  | |  | |  | |
|  |  |  |  |  |  |  |  |
| Date of the loss: | |  | | Time of the loss: | |  | |
|  |  |  |  |  |  |  |  |
| Location where the loss occurred: | | | | | | | |
|  | On-campus 🞏 | | | | | | |
|  | Building and room number | | | | | | |
|  | Off-campus 🞏 | | | | | | |
|  | Full address | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| University-owned computer? | | | |  |  |  |  |
|  | Yes 🞏 |  |  |  |  |  |  |
|  | Manufacturer | |  | | | | |
|  | Model | |  | | | | |
|  | Serial number | |  | | | | |
|  | Inventory tag number | |  | | | | |
|  | Operating system name/version | |  | | | | |
|  | Username | |  | | | | |
|  | Was it centrally managed? | | | Yes 🞏 | No 🞏 |  |  |
|  | No 🞏 |  |  |  |  |  |  |
|  | Manufacturer | |  | | | | |
|  | Model | |  | | | | |
|  | Serial number | |  | | | | |
|  | Operating system name/version | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Was password/PIN protection set up on the device? (select one) | | | | | | | |
|  | Yes 🞏 |  |  |  |  |  |  |
|  | No 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Was the device encrypted? (select one) | | | | | | | |
|  | Yes 🞏 |  |  |  |  |  |  |
|  | No 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Connection? | | | | | | | |
|  | Wired 🞏 | |  | |  |  |  |
|  | Wireless 🞏 | |  | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| What type of data was stored on the device? (select as many as applicable) | | | | | | | |
|  | University data? 🞏 | |  |  |  |  |  |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  | Personal and/or sensitive? 🞏 | | |  |  |  |  |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  | If personally-owned, is University e-mail mapped to the device? (select one) | | | | | | |
|  |  | Yes 🞏 |  |  |  |  |  |
|  |  | No 🞏 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| What was the state of the computer at the time of loss? | | | | | | | |
|  | Power? (select one) | | |  |  |  |  |
|  |  | On 🞏 |  |  |  |  |  |
|  |  | Off 🞏 |  |  |  |  |  |
|  | Login status? (select one) | | |  |  |  |  |
|  |  | Logged in 🞏 | |  | |  |  |
|  |  | Logged out 🞏 | |  | |  |  |
|  | If logged in, was the device locked? (select one) | | | | |  |  |
|  |  | Yes 🞏 |  |  |  |  |  |
|  |  | No 🞏 |  |  |  |  |  |
|  | If powered on, what was the device being used for at the time? | | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| What applications were in use at the time? (check all that apply) | | | | | | | |
|  | E-mail 🞏 | |  |  |  |  |  |
|  | Word processing 🞏 | |  |  |  |  |  |
|  | Spreadsheet 🞏 | |  |  |  |  |  |
|  | Presentation 🞏 | |  |  |  |  |  |
|  | Database 🞏 | |  |  |  |  |  |
|  | Medical records 🞏 | |  |  |  |  |  |
|  | Personnel records 🞏 | |  |  |  |  |  |
|  | Financial records 🞏 | |  |  |  |  |  |
|  | Others 🞏 | |  |  |  |  |  |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| What data was being accessed? 🞏 | | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| What shares were connected to or mapped to this device? 🞏 | | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| What online sites were logged into at the time of loss? (select all that apply) | | | | | | | |
|  | On-campus 🞏 | |  |  |  |  |  |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  | Off-campus 🞏 | |  |  |  |  |  |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  | | | | | |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Was any media connected to the computer at the time of loss? (select one) | | | | | | | |
|  | No 🞏 |  |  |  |  |  |  |
|  | Yes 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | If yes, what devices were connected? (select all that apply) | | | | | | |
|  |  | USB flash drive 🞏 | | |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | External hard drive 🞏 | | |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | Data CDs/DVDs 🞏 | | |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | Time Machine 🞏 | |  |  |  |  |
|  |  | Other 🞏 |  |  |  |  |  |
|  |  |  |  | | | | |
|  |  |  |  | | | | |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Was anything else stolen with the device? (select one) | | | | | | | |
|  | No 🞏 |  |  |  |  |  |  |
|  | Yes 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | If yes, what else was stolen? | | | | | | |
|  |  | USB flash drive 🞏 | | |  |  |  |
|  |  |  | How many? | |  | |  |
|  |  |  | University-owned? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  |  |  | Both 🞏 |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | External hard drive 🞏 | | |  |  |  |
|  |  |  | How many? | |  | |  |
|  |  |  | University-owned? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  |  |  | Both 🞏 |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | Data CD/DVD 🞏 | | |  |  |  |
|  |  |  | How many? | |  | |  |
|  |  |  | University-owned? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  |  |  | Both 🞏 |  |  |  |
|  |  |  | Encrypted? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  | Cellular phone 🞏 | | |  |  |  |
|  |  |  | University-owned? (select one) | | |  |  |
|  |  |  |  | Yes 🞏 |  |  |  |
|  |  |  |  | No 🞏 |  |  |  |
|  |  |  |  | (If yes, fill out a separate form for it.) | | | |
|  |  | Sensitive paper documents/records 🞏 | | | |  |  |
|  |  |  | Description |  |  |  |  |
|  |  |  |  | | | | |
|  |  | Other 🞏 |  |  |  |  |  |
|  |  |  |  | | | | |
|  |  |  |  | | | | |
|  |  |  |  |  |  |  |  |