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 |  |

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|  |
| Was password/PIN protection set up on the device? (select one) |
|  | Yes 🞏 |  |  |  |  |  |  |
|  | No 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Was the device encrypted? (select one) |
|  | Yes 🞏 |  |  |  |  |  |  |
|  | No 🞏 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Connection? |
|  | Wired 🞏 |  |  |  |  |
|  | Wireless 🞏 |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| What type of data was stored on the device? (select as many as applicable) |
|  | University data? 🞏 |  |  |  |  |  |
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|  | Personal and/or sensitive? 🞏 |  |  |  |  |
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|  | If personally-owned, is University e-mail mapped to the device? (select one) |
|  |  | Yes 🞏 |  |  |  |  |  |
|  |  | No 🞏 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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| 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? |
|  |  |  |
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|  |  |  |  |  |  |  |  |
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| 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 🞏 |  |  |  |  |  |
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| What data was being accessed? 🞏 |
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| What shares were connected to or mapped to this device? 🞏 |
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| What online sites were logged into at the time of loss? (select all that apply) |
|  | On-campus 🞏 |  |  |  |  |  |
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|  | Off-campus 🞏 |  |  |  |  |  |
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| 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 🞏 |  |  |  |  |  |
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| 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 🞏 |  |  |  |  |  |
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