PAUSE VERIFY REPORT FOR LEADERSHIP/IT

PAUSE VERIFY REPORT to Improve your Cybersecurity Awareness

Leadership and IT staff are critical partners supporting a strong culture of cybersecurity internal controls. Even inadvertent mistakes can disrupt a network and downtime impedes your mission and costs valuable resources.

- PAUSE: Pausing before you open an attachment is the most important cybersecurity protection.
- VERIFY: If you get an unexpected email, contact the sender with information you already have on file. If you don't know the sender, it may be malicious.
- REPORT: Think fast! Viruses spread rapidly, sometimes without immediate noticeable effect on your equipment.

Leadership "Tone from the Top" Must Prioritize Cybersecurity

Leadership and managers are responsible for establishing a strong internal controls "Tone from the Top" that identifies that cybersecurity internal controls are part of the foundation of all operations and are a top organizational priority.

Leadership Must Assign Key Staff to Ensure Cybersecurity Compliance

Ensure that Leadership has specifically assigned staff at all levels of the organization (IT, HR, Legal, Policy, Fiscal, Budget, Payroll, Program and Operations staff) to meet the required cybersecurity and data protection internal controls.

EOTSS Information Security Standards are the Commonwealth's Minimum Internal Controls

The Commonwealth's default data and security standards and internal controls must be included in a Department's Internal Control Plan, implemented, tested, and included in staff training.

Risk Assessments are Part of Your Internal Control Plan

In addition to ongoing cybersecurity compliance, ensure that the annual Internal Control Plan review process includes a risk assessment of cybersecurity risks and controls.

The Office of the Comptroller provides recommended cybersecurity internal controls to promote integrity, mitigate risk, and protect the Commonwealth's data and systems to prevent fraud, waste and abuse of public resources.

Contact CTREmergencyNotification@mass.gov with any suspected cyber incidents or fraud, and for internal controls assistance from CTR.

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