

Information Security Compliance Checklist

Governance & Policies

- Written information security policies that reflect actual operations
- Defined roles and ownership for security and compliance
- Policies reviewed and updated at least annually

Risk Assessment

- Regular risk assessments performed and documented
- Sensitive data identified and classified
- Third-party and vendor risks evaluated

Access Control

- User access based on job role and least privilege
- Regular review of user and admin accounts
- Multi-factor authentication enabled where appropriate

Technology & Monitoring

- Endpoint protection and monitoring in place
- Centralized logging and alerting enabled
- Backups tested and protected from ransomware

Employee Awareness

- Security awareness training conducted regularly
- Clear guidance on acceptable use and AI tools
- Process for reporting suspicious activity

Incident Response & Continuity

- Documented incident response plan
- Roles and communication paths defined
- Backup and recovery procedures tested

Compliance Validation

- Ability to demonstrate controls are working
- Documentation aligns with real practices
- Periodic internal or third-party reviews



Why SpartanTec

SpartanTec helps organizations move beyond checkbox compliance by aligning security, technology, and real-world operations. As a security-first IT partner serving North and South Carolina and beyond, we focus on practical, defensible controls that protect data, support compliance requirements, and stand up under real scrutiny — not just on paper. Our approach emphasizes visibility, risk reduction, and accountability, helping organizations understand where they are today and what steps matter most to strengthen their security posture over time.

If you'd like to talk through this checklist or explore where your organization may have gaps, SpartanTec is available for a brief, no-pressure conversation — or to provide additional resources to support your internal review.

Post Office Box 132 * Longs * South Carolina 29568
Phone: 843-418-4792 sales@SpartanTec.com