

CYBER INSURANCE APPLICATION FORM

Applicant Information

Applicant Name:			
Applicant Address:			
Subsidiaries:			
State of Domicile:	Website Address:		
Year Established:	Number of Employees:		
Industry Sector:			
Nature of Business:			

Financial Information

	Last Complete Financial Year	Current Year (Estimate)	Next Year (Estimate)
Gross Annual Revenue:			
Annual Net Income before Taxes:			
Percentage of Gross Annual Revenue – Payment Card:			
Percentage of Gross Annual Revenue – Online:			

General Information

	Yes	No
1. Are all servers, firewalls, etc. located in a purpose-built server room with access restricted to appropriate personnel?		
2. Are backups taken at least weekly and stored in a secure off-site location?		
3. Do you have an email and internet usage policy that has been shared with all employees?		
4. Do you have firewall architecture in place?		
5. Do all systems users have individual, mandatory and non-trivial user IDs and passwords with forced periodic password changes?		
6. Are all PCs and servers protected with up-to-date anti-virus that is updated regularly?		

Data

	Number
7. What is the total number of Personal Identifiable Information records stored on your networks?	
8. What is the total number of Social Security Numbers stored on your networks?	
9. What is the total number of Personal Health Information records stored on your networks?	
10. How many payment card transactions do you process annually?	
11. What is the total number of Payment Card records stored on your networks?	

Healthcare (where Personal Health Information is processed/stored)

Yes No

- 12. Are you HIPAA compliant?
- 13. Do you encrypt all Personal Health Information stored on your computer systems and networks, including portable media and backups?
- 14. Do all employees receive HIPAA awareness training at least annually?

Payment Card (where Payment Card Information processed/stored)

Yes No

- 15. Do you outsource payment card processing?
- 16. Are you Payment Card Industry Data Security Standards compliant?
- 16a. What level of PCI merchant are you? 1 2 3 4
- 16b. Was the assessment against the PCI Version 3 standard?
- 17. Do you store payment card information anywhere on your networks?
- 18. Are payment card transactions encrypted from point-of-sale and through the whole payment process?
- 19. Do you utilise payment card point-of-sale devices?
- 19a. Are regular audits carried out on payment card point-of-sale devices?
- 19b. Are all employees trained to recognise when payment card point-of-sale devices have been tampered with?

Data Recovery & Business Interruption

Yes No

- 20. Do you have a disaster recovery plan that is tested at least annually?
- 21. What is the time taken in hours to fully restore critical systems? <6 6-12 12-24 >24
- 22. What is the time taken in hours to fully restore non-critical systems? <12 12-24 24-36 >36
- 23. Do you have a business continuity plan that is tested at least annually?

Digital Media

Yes No

- 24. Does the Applicant have a process to review all content prior to posting on the Applicant's Intranet Sites, Internet Sites or on social media?
- 25. If Yes to question 24 above, does the process include checks for:
 - 25a. Disparagement?
 - 25b. Copyright Infringement?
 - 25c. Trade Mark and/or Trade Name Infringement?

Declarations

Yes

No

- 26. During the last three years has anyone alleged that their personal information was compromised or has the applicant notified customers that their information was or may have been compromised?
- 27. During the last three years has the company suffered any unscheduled network outages lasting more than 6 hours?
- 28. Is the company or any of its partners, directors or officers aware of or are there any circumstances that may give rise or have given rise to a claim under this or a similar policy?
- 29. During the last three years has any person or organisation brought a lawsuit or made a claim against you involving copyright infringement, trademark infringement, patent infringement, consumer litigation, a defamation action or a privacy violation?
- 30. During the last three years has anyone alleged or have any claims been made against the applicant in relation to disparagement, copyright infringement or trade mark or trade name infringement?

Name

Signature

Position

Date

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