



Quantifying Positional Risk Worksheet

A key first step in effectively dealing with insider threats is assessing the risk associated with each position in your organization.

Assessment Questions: We have provided example questions below, but you should take into account any additional pertinent questions whose affirmative answers indicate the presence of risk.

Score Ranges: You can use any arbitrary scoring system you desire (e.g. A-F, 1-10, etc.), as long as the scoring is applied consistently.

Assigning a Risk Score: Use the following questions to quantify a relative level of risk for a given position within your company. We've chosen to assign the score as an average of the values given to each question, but you can use averages, totals, questions weighted more heavily than others, etc. There is no wrong answer.

Relative Scoring: It may initially be difficult to know if an assigned risk score is correct. It will likely be necessary for you to go through this process several times. Assigning scores to various positions will provide context around the perceived risk and how to adjust scores.

Using the Risk Score: In general, keep it simple, by grouping your Positional Risk scores into three levels of risk: Low, Medium, and High. Each level should dictate a level of scrutiny. For example, User Behavior Analytics can be used for lower risk positions to insure any significant changes in behavior are flagged for review. Higher risk positions may require a more robust User Activity Monitoring program that includes alerting on specified actions and review of activity.

On the following page, use the example questions as a base template, adding your own questions, as is appropriate, to create a complete picture of potential risk against which you'll calculate a positional risk score.

Position:		
Assessment Date:		
Objective Questions	Answer	Position Risk Score
<p>Does this position require access to any of the following sensitive data?</p> <p> <input type="checkbox"/> Financial <input type="checkbox"/> Credit Card <input type="checkbox"/> Personnel <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Health-related <input type="checkbox"/> Customers <input type="checkbox"/> Other data deemed sensitive </p>		
Does this position access the data above without any supervision and/or accountability?		
<p>Does this position allow the ability to perform any of the following actions to the data above without any supervision and/or accountability?</p> <p> <input type="checkbox"/> Export <input type="checkbox"/> Print <input type="checkbox"/> Email via Web <input type="checkbox"/> Copy to Laptop/USB </p>		
Does this position work remotely?		
Does this position require the signing of a document containing a non-compete or non-solicitation clause?		
Subjective Questions		
If this person in this position went directly to a competitor with the data they can access, how much would that negatively impact the company?		
If the person in this position had their laptop stolen, how much would that negatively impact the company?		
If the person in this position sold data they access, how much harm would that cause?		
If the person in this position decided to harm the company, how much harm could they cause?		
Positional Risk (Average of Risk Scores)		

Example Worksheet

In this example, we will use a scoring system of 1-6, with 6 being the highest risk score. For each question answered affirmatively (indicating the potential for risk), we have assigned a score relative to the other positions in a given company. In this example, we are calculating a potential risk score by averaging the total of the risk scores.

Position: <i>Accounts Receivable Clerk</i>		
Assessment Date:		
Objective Questions	Answer	Position Risk Score
<p>Does this position require access to any of the following sensitive data?</p> <p> <input type="checkbox"/> Financial <input type="checkbox"/> Credit Card <input type="checkbox"/> Personnel <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Health-related <input type="checkbox"/> Customers <input type="checkbox"/> Other data deemed sensitive </p>	Some Credit Card data, vendor lists	4
Does this position access the data above without any supervision and/or accountability?	Some	4
<p>Does this position allow the ability to perform any of the following actions to the data above without any supervision and/or accountability?</p> <p> <input type="checkbox"/> Export <input type="checkbox"/> Print <input type="checkbox"/> Email via Web <input type="checkbox"/> Copy to Laptop/USB </p>	Print, Email, USB	5
Does this position work remotely?	No	1
Does this position require the signing of a document containing a non-compete or non-solicitation clause?	No	1
Subjective Questions		
If this person in this position went directly to a competitor with the data they can access, how much would that negatively impact the company?	Negligible	1
If the person in this position had their laptop stolen, how much would that negatively impact the company?	N/A	1
If the person in this position sold data they access, how much harm would that cause?	4	4
If the person in this position decided to harm the company, how much harm could they cause?	5	5
Positional Risk (Average of Risk Scores)		3