

Law Firm Workstation Confidentiality Audit Checklist

Audit Details

Date:

Auditor Name:

Location:

Checklist

Item	Compliant	Needs Attention	Not Applicable	Comments
Workstation screen locks automatically when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No confidential documents left on desk/screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confidential files stored securely (locked drawers, cabinets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screen privacy filters in place (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No unauthorized persons observed near workstation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documents marked for disposal are in secure bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No passwords visible or shared openly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Removable media stored securely when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workstation is logged off at end of day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Notes

Follow-up Actions