



Secure File Sharing Readiness Audit Checklist

Score each item:

- Yes = 2 points
 - Partially = 1 point
 - No = 0 points
-

Internal File Handling Rules

- We have clear internal expectations for handling sensitive versus routine files.
 - Employees know which documents should not be casually emailed or chat-shared.
 - Sensitive file collaboration follows approved pathways rather than ad hoc improvisation.
-

Cloud Storage Governance

- Shared cloud links are not broadly public by default.
 - Folder permissions are reviewed periodically.
 - Old shared project folders are archived or cleaned up.
 - Sync-driven local copies are considered in device hygiene.
-

Customer Document Exchanges

- Sensitive customer uploads are not handled solely through scattered inbox attachments.
 - Customer document intake follows a centralised controlled workflow.
 - Customer file retention after project completion is considered.
-

Contractor and External Collaboration

- Freelancers/vendors receive only project-relevant document visibility.
 - Temporary collaborator access is actively removed after work ends.
 - External users are not quietly accumulating across shared drives.
-

High-Sensitivity Department Practice

- HR, payroll, finance, and legal files receive tighter treatment than routine documents.
 - Credential files or admin references are not casually stored in ordinary shared spaces.
-

Remote and Mobile Workflows

- Employees understand the risks of local downloads and personal device storage.
 - Mobile “quick send” habits are not replacing approved confidential workflows.
 - Remote staff use defined collaboration channels.
-

Attachment and Version Control

- We are reducing duplicate attachment sprawl where possible.
 - Teams know where latest approved versions should live.
 - Old file copies are not endlessly multiplying across inboxes and desktops.
-

Audit and Culture

- Someone owns periodic permission and access review responsibilities.
 - Managers model secure file-sharing discipline consistently.
 - Staff understand that document handling affects confidentiality and trust.
-

SCORING RESULTS

38–48 Points — STRONG MATURITY

Your organisation demonstrates strong confidentiality workflow discipline with reduced document sprawl and healthier collaboration control.

20–37 Points — MODERATE EXPOSURE

Basic tools exist, but convenience shortcuts and inconsistent handling still create meaningful file-sharing risk.

0–19 Points — HIGH VULNERABILITY

Your current collaboration habits likely involve widespread uncontrolled duplication, stale access, and avoidable confidentiality leakage.