

# Cybersecurity checklist



## My charity:

Has clear policies, guidelines or procedures for cybersecurity issues.

Has clear policies, guidelines or procedures for collecting and handling information.

Arranges training for all staff and volunteers on cybersecurity and privacy issues.

Conducts assessments to identify weaknesses that could make it vulnerable to cybersecurity incidents.

Has a clear plan for responding to data breaches and cybersecurity incidents.

Uses anti-virus software to protect devices and systems connected to the internet.

Regularly updates its anti-virus software and other software and devices.

Protects important information using two forms of identity verification.

Regularly backs up its important information.

Seeks help from specialists on cybersecurity issues when required.

Charity name:

Completed by:

Position:

Date:

Signed: