Cyber security checklist

My charity:

Has clear policies, guidelines or procedures for cyber security issues.

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

Arranges training for all staff and volunteers on cyber security and privacy issues.

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

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

Uses multi-factor authentication (preferably with physical tokens or authenticator applications) to protect devices and systems connected to the internet.

Regularly updates software across all devices, and ensures its devices and software are set to automatically update.

Protects important information using two forms of identity verification.

Regularly backs up its important information.

Limits access to information to those who need it for their role, and restricts the use of admin accounts.

Seeks help from specialists on cyber security issues when required.

Charity name:

Completed by: Position:

Date: Signed:

Australian Government

Australian Charities and Not-for-profits Commission