

Cyber Security Governance Principles Checklist for SME and NFP Directors

Principle 1: Set clear roles and responsibilities

- Document, where possible, who has responsibility for cyber security
- Appoint a cyber 'champion' to promote cyber resilience and respond to questions
- Consider whether a director, or group of directors, should have a more active role in cyber security oversight
- Identify our key digital providers and understand their cyber controls

Principle 2: Develop, implement and evolve a comprehensive cyber strategy

- Proactively identify low-cost opportunities to enhance cyber capability
- Assess whether utilising reputable external providers will enhance cyber resilience compared with managing in-house
- Identify key operational and customer data, who has access to the data and how it is protected
- Limit access to key systems and data and regularly review access controls
- Regularly repeat cyber security training and awareness among all employees
- Promote strong email hygiene (e.g. avoid suspicious email addresses and requests for login or bank details)

Principle 3: Embed cyber security in existing risk management practices

- Patch and update applications and anti-virus software
- User application hardening – limit interaction between internet applications and business systems
- Limit or restrict access to social media and external email accounts
- Restrict use of USBs or external hard drives
- Restrict operating system and software administrative privileges
- Implement multi-factor authentication
- Maintain and regularly test offline backups of critical data
- Ensure that departing employees and volunteers no longer have access to systems and passwords, or physical access to sites or sensitive data

Principle 4: Promote a culture of cyber resilience

Mandatory training and phishing testing for all employees, and volunteers where appropriate

Regular communications to employees on promoting strong cyber practices, including email hygiene. The communications could be electronic (e.g. email reminders) or physical (e.g. signage in the workplace)

Incentivise strong cyber practices, for example small rewards for performance on phishing exercises

Pick a staff member to be a 'cyber security leader' to promote strong cyber practices and respond to questions from other staff

Subscribe to ASD alerts to stay across emerging cyber threats

Principle 5: Plan for a significant cyber security incident

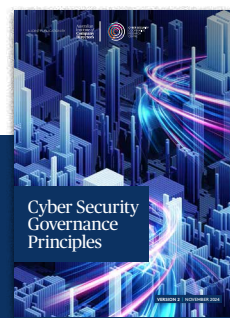
Prepare a Response Plan, utilising online templates if appropriate

If practical, conduct a simulation exercise or test various scenarios against the incident response plan

Ensure physical back-ups of key data and systems are regularly updated, tested and securely stored

Maintain offline lists of who may assist in the event of a significant cyber security incident and which key stakeholders to communicate with

Comprehensive guidance for directors is contained in the *Cyber Security Governance Principles* from the AICD and the CSCRC



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The CSCRC develops cyber security capability and capacity to help keep Australia safe. We do this by developing innovative, real-world research and cultivating outstanding talent to solve pressing cyber security challenges for the nation.

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