[Insert organisation name/logo]

**CYBER SECURITY CHECKLIST**

(*Source: Australian Signals Directorate* [*Australian Cyber Security Centre*](cyber.gov.au) refer to the [*Small business cyber security guide*](https://www.cyber.gov.au/sites/default/files/2025-03/Small%20business%20cybersecurity%20guide%20%28January%202025%29.pdf) for more details)

**[Insert organisation name]** will ensure that:

1. **All accounts are secure**

* Multi-factor authentication should be used wherever possible, starting with most important accounts.
* Use a password manager to create and store unique passwords or passphrases

for each of **[insert organisation name]**’s important accounts.

* Limit the use of shared accounts and secure any that are used in **[insert organisation name]**.
* Ensure each ICT system user can access only what they need for their role.

1. **Protect all devices and information**

* Turn on automatic updates for all **[insert organisation name]**’s devices and software.
* Create and implement a plan to regularly back up **[insert organisation name]** information.
* Set up security software to complete regular scans on all devices.
* Speak to an IT professional about ways to secure **[insert organisation name]**’s network.
* Perform a factory reset before selling or disposing of **[insert organisation name]**’s devices.
* Configure devices to automatically lock after a short time of inactivity.
* Ensure that all staff understand the data that **[insert organisation name]** holds and the responsibility to protect it.

1. **Prepare staff**

* Ensure that all staff read and follow the ICT policy (which includes the *Cyber security incident process, incident response plan and incident response register*)
* Ensure employees of **[insert organisation name]** are regularly trained on cyber security awareness
* The ICT manager or provider follows the **[insert organisation name]’s** *Cyber security incident response plan* for cyber security incidents.
* Record cyber security incidents in the *Cyber security incident management register* to assist with remediation and reduce risk of future incidents