

Staff Data Security Checklist

Name

Date

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Signature

Your computer(s) containing data associated with the organisation is/are password protected	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Your email client(s) containing messages associated with the organisation is/are password protected	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Your mobile device(s) containing data associated with the organisation is/are password protected	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Your memory card(s) containing data associated with the organisation is/are password protected	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Your external hard disk(s), including cloud storage, containing data associated with the organisation is/are password protected	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Hard copy files containing data associated with the organisation are held securely	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Anti-malware software is up to date	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
No-one inside or outside the organisation knows your password(s)	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
No one outside the organisation has access to data associated with the organisation that you hold	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect

Date compliance will be achieved if answer to any of the above is "incorrect"

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