Cyber Security Essentials Checklist

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Ensuring your organisation's security is a top priority. This checklist is designed to help you assess your current cyber security measures. As you work through the questions below, please consider where your data is stored, the desktop applications you use, and any third-party cloud apps. Group these aspects together when responding. Your answers will provide a clear picture of your current security posture and highlight areas that may need attention. Take a moment to review each question carefully and select either 'Yes' or 'No'

1. DATA PROTECTION AND PRIVACY Cyber Essentials

	YES	NO
Are measures in place to protect sensitive data (e.g., encryption, access controls)?	○	○
Do you ensure compliance with data protection regulations (e.g., GDPR)?	○	○
Is customer data stored, processed, and protected securely?	○	○
Is there a clear policy on data retention and deletion?	○	○

2. ACCESS CONTROLS Cyber Essentials

Do you manage user access to systems and data effectively?	○	○
Is data segregated based on roles?	○	○
Is multi-factor authentication (MFA) implemented?	○	○
Are there defined processes for onboarding and offboarding employees or contractors?	○	○
Are privileged accounts managed and monitored?	○	○
Is there a policy on password management?	○	○
Do you use a secure method for password storage?	○	○

3. INCIDENT RESPONSE Cyber Essentials

Do you have an incident response plan in place?	○	○
Can you quickly detect and respond to a cybersecurity incident?	○	○
Is there a designated incident response team?	○	○
Is there a defined process for reporting incidents both internally and externally?	○	○

4. NETWORK SECURITY Cyber Essentials

Are measures in place to secure your network perimeter (e.g., firewalls)?	○	○
Do you monitor network traffic for suspicious activity?	○	○
Is remote access secured (e.g., VPN)?	○	○
Is your network segmented to protect sensitive assets?	○	○

5. ENDPOINT AND DEVICE SECURITY Cyber Essentials

Is there a clear desk and locked screen policy?	○	○
Do you use antivirus software?	○	○
Is there a system in place for patch management and software updates?	○	○
Do staff access company resources only via company-provided devices (laptops and phones)?	○	○
Do you maintain an inventory list of devices?	○	○
Are all devices encrypted?	○	○

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6. POLICIES AND GOVERNANCE

	YES	NO
Do you have cybersecurity policies and procedures in place?	○	○
Are these policies reviewed and updated regularly?	○	○
Do you have a signed copy from your staff acknowledging the policies?	○	○
Are the policies and procedures stored in a secure location?	○	○
Is there a designated person responsible for managing the documentation?	○	○

7. SECURITY AWARENESS AND TRAINING

Do you provide cybersecurity training for your staff?	○	○
Is training conducted regularly and is it mandatory?	○	○
Do you conduct phishing simulations or other awareness programs?	○	○
Do you have a system in place to ensure that employees understand and comply with security policies?	○	○

8. DISASTER RECOVERY AND BUSINESS CONTINUITY

Do you have a disaster recovery and business continuity plan?	○	○
Is the plan tested and updated regularly?	○	○
Do you ensure the availability and integrity of critical systems and data during a disaster?	○	○
Do you have a data backup process in place?	○	○

9. EMERGING THREATS AND FUTURE PLANNING

Do you have a strategy for adopting new cybersecurity technologies and practices?	○	○
Do you assess the impact of new technologies (e.g., AI, IoT) on your cybersecurity posture?	○	○
Do you have a long-term strategy for maintaining and improving cybersecurity?	○	○

10. CERTIFICATION

Do you have Cyber Essentials Certification?	○	○
Do you rely on consultants to complete your certification?	○	○

Results

If you ticked 'No' to any questions within categories 1-5, your business will have security vulnerabilities. Our Cyber Essentials package covers all these areas to ensure your organisation is fully protected. Additionally, we also cover categories 6-10 as part of our add-on security options to further enhance your protection.

We strongly recommend contacting us to discuss how we can help secure your business.

020 7471 3270 / sales@knowall.net / knowall.net