A SAMPLE EMPLOYEE AWARENESS FORM

EMPLOYEE AWARENESS FORM

Employee Awareness Form is to find out about the security awareness of the staff.

Please write your details below:

Organisation :

Department :

Name and Position :

Date :

Record your assessment by checking at the appropriate columns.

Security Element	Yes	No
Physical Security Is your computing equipment properly secured? Is your computer inside an area which is not easily accessible to someone who might steal it or its components? Is your office properly secured when no one is there?		
Virus and Threat Protection Do you have the latest anti-virus software for your computer? Do you usually scan to check all floppies for viruses before you use them? Do you use different disks between your home and office computers? Does your organisation scan servers and desktops periodically for security vulnerabilities?		
Operating Systems Are the operating systems you use updated with current security "patches'? Do you feel that the file permissions are verified and set properly on your servers?		
Application Software Are your common applications configured for security? Does the staff have the appropriate level of access to applications based on their current responsibilities? Is application access promptly removed for employees who have left the department?		
Confidentiality of Sensitive Data Do you work with sensitive information such as financial data or personnel records? Are you exercising your responsibility to protect sensitive data under your control? Are you aware that sensitive data or memo send via e-mail should be encrypted?		

Passwords Have you changed your password in the last one-month? Do you use different passwords for office administrative work as you do for other activities such as Web surfing? Do you keep your password secret from your friends, co-workers or boss?		
Disaster Recovery Does your organisation have a disaster recovery plan? Would you be able to continue working without your computer? Do you know what to do and whom to contact if you have an ICT computer security incident?		
Data Back-up and Restoration Do you back-up all important files or records? Have you back-up your computer files this week? Is your back-up data stored in a secured site?		
Encryption Do you know what encryption is? Are Official Secret data in your organisation encrypted? Do you encrypt Official Secret information stored digitally?		
Security Awareness and Education Are you aware of your organisation or departmental ICT security policies, guidelines or procedures to protect information? Do you always use licensed software? Do you register shareware in your office? Have you had any training on ICT computer security?		