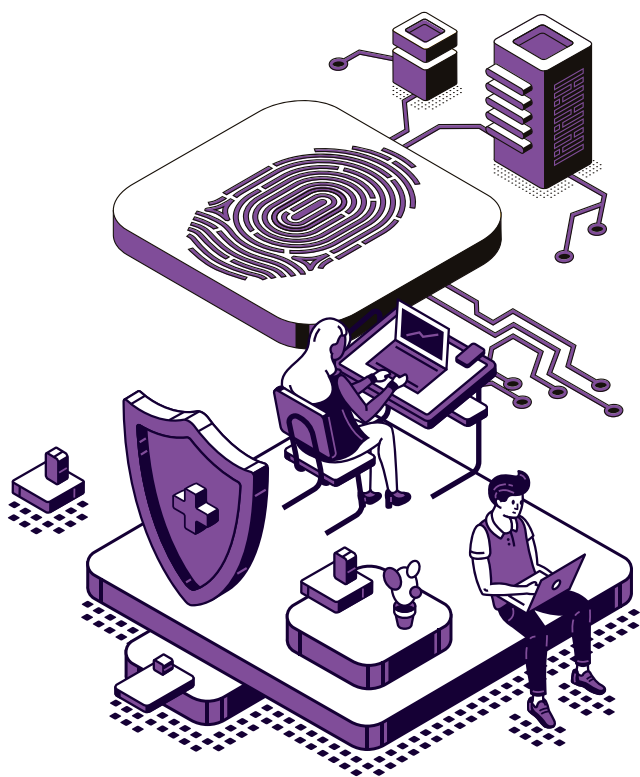


CHECKLIST

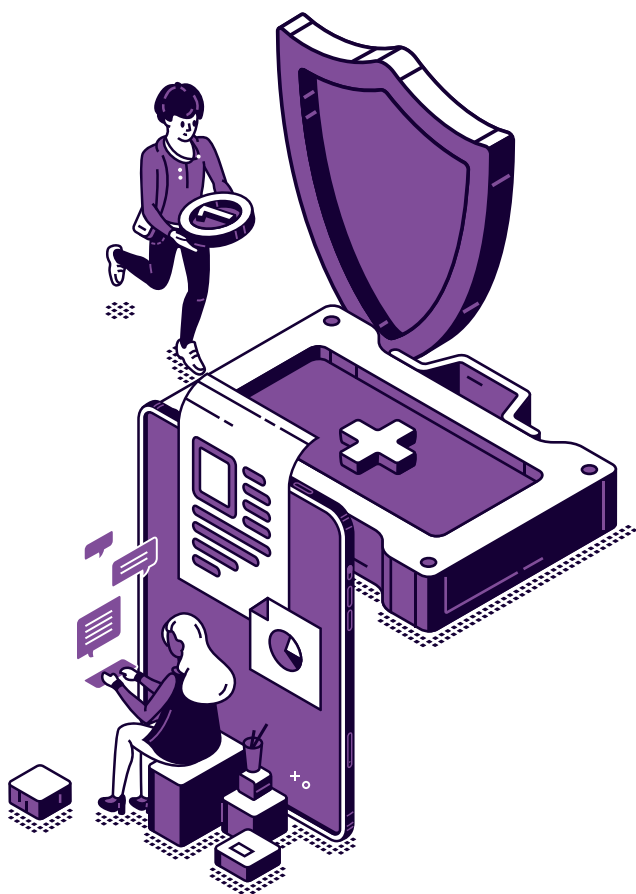
Not-for-Profit and Membership Organisations Cyber Security Checklist

Is your organisation's sensitive information cyber-safe? Check these essential items off as you fortify your organisation's cyber security posture.



- ☐ Turn on **multi-factor authentication** for all users, especially for critical systems and email access.
- ☐ Ensure **regular backups** of important data and **test backups** regularly to verify integrity.
- ☐ Allow only **trusted and approved applications** to run on your network.
- ☐ Keep operating systems and **software up to date**, installing security patches as soon as they're released to close known vulnerabilities.
- ☐ **Review admin privileges** on specific IT systems and provide necessary permissions only for those who need them.

- ☐ Ensure **unauthorised applications are blocked** from running in browsers that could expose your network to malware.
- ☐ Establish an **incident response plan**, outlining clear steps to take during a cyberattack or data breach, including notifying relevant stakeholders.
- ☐ Establish and maintain a **data retention policy**, ensuring data that is no longer needed is securely deleted.
- ☐ Train staff and volunteers in **basic cybersecurity hygiene**, such as recognising phishing emails, safe password management, and avoiding suspicious links or attachments.
- ☐ Create and enforce a **cybersecurity awareness program**, including simulated phishing tests to improve employee vigilance.



Ensuring the safety of your members', donors', and volunteers' data is not a one-time exercise or project. It is a continuous process that requires being challenged and periodically reassessed. Review your cybersecurity strategy regularly using proven and industry-recognised frameworks, such as Essential Eight, to strengthen your resilience.

Contact us to learn how we can help build and improve your organisation's cyber resilience.

Book your complimentary Essential Eight Risk Assessment [here](#).
Visit pa.com.au/products/microsoft-security-services for more information.