Cyber Security Checklist

In your firm, the following people must undertake Cyber Security Awareness Training to ensure that reasonable steps are taken to adhere to ARNECC Model Participation Rules, as outlined by Version 6 released early 2021.

You can use this checklist to ensure that all relevant people have completed training so they understand the risks associated with the electronic dissemination of private information, what to look for in hacking attempts and know what to do should your workplace systems become compromised.

People to be trained:

- ☐ Principals,
- ☐ Officers (including a Compliance Officer)
- ☐ Employees
- ☐ Agents
- ☐ Contractors
- ☐ Any users of your ELNO account
- ☐ Anyone who is given authorised access to the ELNO Subscriber's systems (including email and other electronic communication methods).

☐ Your firm must also ensure that, at all times, it has at least one Subscriber Administrator.

Our current subscriber administrator is: _____ *Date:* _____

Revoking authority:

If your Subscriber Administrator leaves your firm, you must appoint a new one and update the Cyber Security Checklist. If a User is no longer required to have access to your electronic network, the Subscriber must:

- ☐ Promptly revoke the User's access to and use of the electronic network,
- ☐ Immediately withdraw authorisation to digitally sign electronic Registry Instruments and other electronic documents.

If you suspect you have been compromised or are at risk of cyber attack:

- ☐ Immediately revoke the User's authority to access and use the electronic network (who you believe has been compromised),
- ☐ Prevent the User from accessing and using the electronic network,
- ☐ (In the case of a digital certificate) immediately check all Electronic Workspaces in which the Private Key has been used to digitally sign any electronic Registry Instruments and other electronic documents and unsign them,
- ☐ Promptly notify the Certification Authority and revoke or cancel the digital certificate,
- ☐ Promptly notify the ELNO.