

New Employee: Cyber Security Checklist



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Office Based

- Implement Security Policies
- Provide physical security access
- Setup account access
- Setup their devices

Asset management

- What devices do they need access to?

Remote Workers

- Are they suited to working from home?
- Do you have a working from home policy?
- Make sure they have account access on multiple devices
- Ensure they're aware of your Password Manager
- Setup with your company VPN

Policies

- Cyber Security Policy
- Anti-Virus / Anti-Malware Policy
- Password Policy
- Work from Home / Hybrid Working Policy
- Device Usage Policy



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Work Devices

- Do they know how to create a backup?
- Show them how to update software & devices
- Make sure devices have encryption enabled
- Ensure each device has a VPN

Online Accounts

- What passwords / password manager do they need?
- Are they aware of the privacy settings?
- Ensure they have a specific user role (not admin!)
- Which devices can they be logged into?

Social Media

- Do they need guidance on what to post?
- Do they need guidance for what not to post on personal accounts?

Training

- All employees should get Security Awareness Training
- The basics of GDPR and how to handle data
- Training on the use of social media
- Training on any in-house systems

