<Organisation Name>

Cyber Security Declaration (All Roles) [Template]

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It is content that can be freely added to, moved, modified, or deleted.

Do not feel obliged to use the content as is if it does not suit your organisation.

You should read and adopt, adapt or remove, as appropriate!

What to do:

1. This document uses generic text for certain items that need to be updated by the organisation. These template text items are formatted in red with angle brackets (e.g. <Organisation Name> representing the organisation’s name), and should be updated to replace the template text with appropriate text specific to the organisation.
2. Using global replace, change <Organisation Name> to the organisation’s name
3. On the front page and in the page headers, change the Document Title to remove
“ [Template]” from the title, if present
4. On the front page and in the page footers, update the <Document Version & Date> to a new version of this document after your editing, and as you edit it in the future; e.g. V1.5 2025-05-05
5. Edit the document header to include the organisation’s logo, or remove the <Organisation Logo> template text
6. Find any other template text items and update them with the appropriate text for the organisation
7. Sometimes <there will be additional usage guidance formatted in blue like this comment> – it provides guidance and a reminder that the content can be freely edited to make it appropriate for your organisation
8. Review all the content and change anything as required to meet the organisation’s requirements and circumstances – sections and text can be modified, moved, deleted or added
9. Update the Contents table after updates by clicking on “Contents” and “Update Table…”; you may occasionally be prompted and can “Update entire table”
10. When ready, delete these instructions on this page and update the Contents again
11. Save the updated document

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# Cyber Security Declaration

This document is required to be signed by all personnel who are employed by, contracted to, or volunteer for activities within <Organisation Name> as an undertaking that they recognise, understand and accept their cyber security responsibilities within the organisation.

# Personal Responsibility

I recognise and accept the critical importance of understanding my responsibilities for cyber security within <Organisation Name> as appropriate for my role within <Organisation Name>. I undertake to:

* Attend appropriate Cyber Security Training provided by <Organisation Name> when required
* Follow all documented processes and procedures governing the activities of <Organisation Name> so as to minimise the risks and consequences of cyber security events
* Understand and accept that there are legal and regulatory responsibilities and obligations that apply to the performance of my role and IT activities, including related to cyber security, with which I must comply
* Recognise, respect and comply with any directions I receive from the <Organisation Name> Cyber Security Manager or any other authorised personnel in <Organisation Name>

# Protection

I recognise and accept that the resources within <Organisation Name> (people, infrastructure, data) must, as far as is reasonably possible, be protected from the occurrence of cyber security incidents, and the effects of any cyber security incidents that do occur. I recognise the ever-present and constantly evolving nature of cyber security risks and threats. I undertake to act at all times with diligent awareness of cyber security and this need to try to prevent cyber security incidents and minimise their effects if they do occur. I also undertake to report possible cyber security events to the Cyber Security Manager or other appropriate personnel as soon as is practical after detecting such events.

# Approved, Authorised, Authenticated

I recognise and accept that <Organisation Name> provides me with access to its IT resources (infrastructure, data, etc) to enable me to perform my activities for <Organisation Name>. I undertake to:

* Use only those resources for which I have been approved by <Organisation Name>
* Use those resources only as authorised by <Organisation Name>
* Follow all required authentication protocols and procedures to access the resources I am approved and authorised to use
* Protect my access credentials (usernames, passwords, multi-factor authentication information and devices, etc) against theft, disclosure or misappropriation
* Report any potential or actual breach of my cyber security responsibilities and obligations, whether inadvertent or deliberate, to the Cyber Security Manager as soon as I become aware of it

# Declaration and Signature

I, the undersigned, recognise, understand and accept the responsibilities and obligations detailed in this Declaration and declare that I will meet them to the best of my ability.

Full Name:

Title/Role:

Date:

Signature: