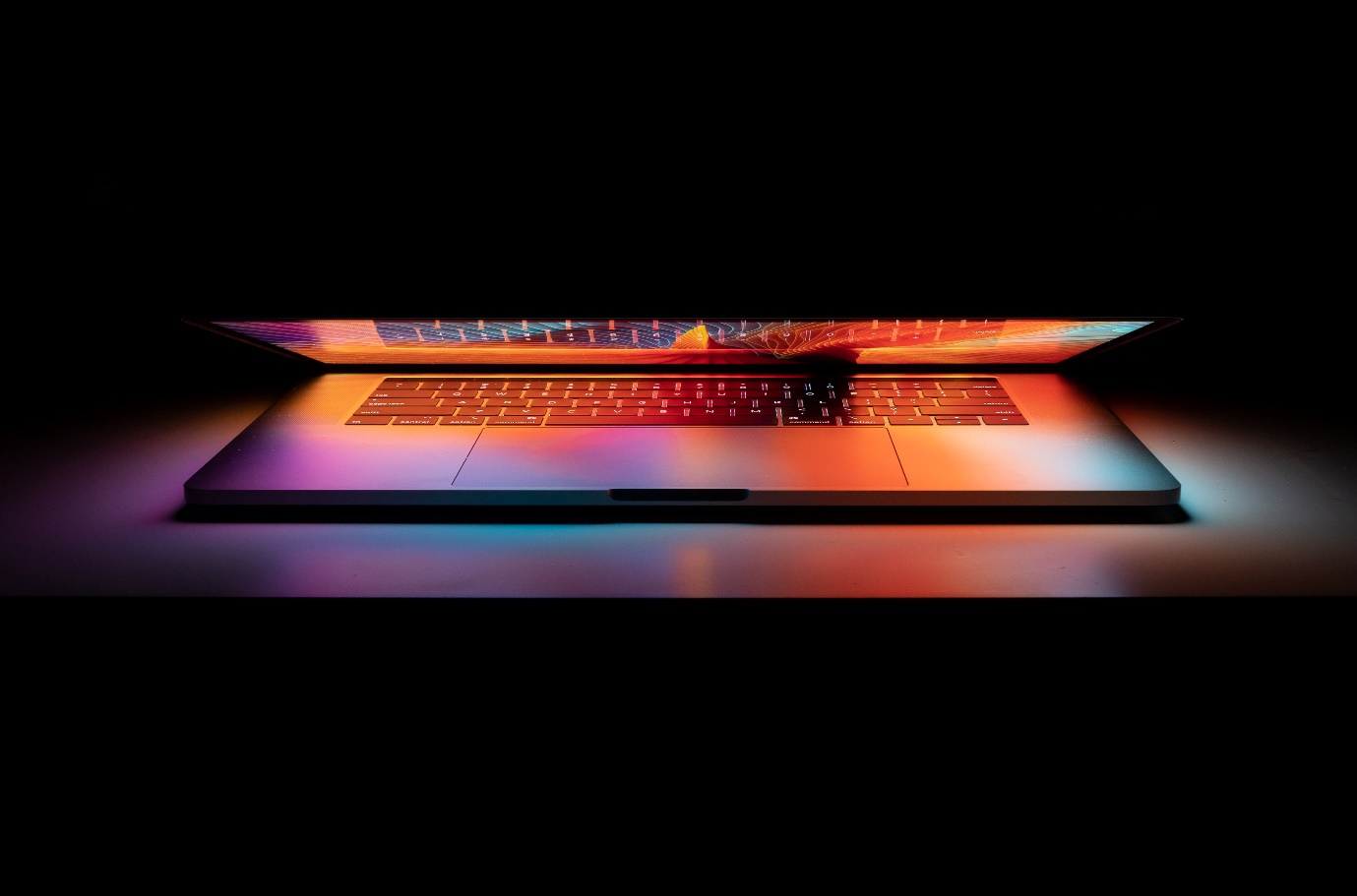
<Organisation Name>

Cyber Security Declaration (All Roles) [Template]

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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  
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6. Find any other template text items and update them with the appropriate text for the organisation
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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: