<Organisation Name>

Cyber Security Declaration (Board) [Template]

V0.4 2021-11-10



Copyright © 2021 <Organisation Name>

This document is based on a template document provided by Real World Technology Solutions.

Real World Technology Solutions grants permission for the template document to be modified in any manner <Organisation Name> wishes, provided this acknowledgement remains in place.

Document Owner: <Person’s Name>

Contact: <Person’s email and/or mobile telephone>

**How to use this template document**

This is a template document. It contains suggested or recommended content.

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

Contents

[1 Cyber Security Declaration 5](#_Toc87421015)

[1.1 Governance 5](#_Toc87421016)

[1.2 Protection and Risk Management 5](#_Toc87421017)

[1.3 Organisational Support 5](#_Toc87421018)

[1.4 Declaration and Signature 5](#_Toc87421019)

# Cyber Security Declaration

This document is required to be signed by all <Organisation Name> <Group Name> members as an undertaking that they understand and accept their cyber security responsibilities within the organisation.

# Governance

<Group Name> recognises and accepts the critical importance of understanding and managing cyber security within <Organisation Name>. <Group Name> undertakes to:

* Ensure good Governance of the activities of <Organisation Name> to minimise the risks and consequences of cyber security events
* Ensure all <Group Name> members receive appropriate Cyber Security Training
* Ensure all personnel who are employed by, contracted to, or volunteer for activities within <Organisation Name> receive appropriate Cyber Security Training and sign the Cyber Security Declaration (All Roles)
* Ensure Cyber Security Training is updated regularly and taken at least annually by personnel to cater for changes in the IT environment and activities of <Organisation Name>, and as cyber security risks and threats evolve
* Ensure <Organisation Name> understands its legal and regulatory responsibilities and obligations in respect of its IT activities, including cyber security, and <Group Name> recognises and accepts responsibility for the meeting of all such responsibilities and obligations.

# Protection and Risk Management

<Group Name> recognises and accepts 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. As part of maintaining good Risk Management practices, <Group Name> undertakes to review its Cyber Security Readiness at least annually, and to update and improve its readiness as identified within such reviews.

# Organisational Support

<Group Name> recognises and accepts the need to provide all reasonable support of the IT activities <Organisation Name> to enable it to achieve its purposes whilst minimising the risks and consequences of cyber security events. This includes appropriate support of material, financial and governance needs of the organisation.

# Declaration and Signature

As a member of <Organisation Name> <Group Name>, I, the undersigned, recognise 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:

Date:

Signature: