NFP Board Cybersecurity Checklist

Cybersecurity is becoming a significant risk for NFPs to manage. NFPs are embracing technology and moving to cloud-based business operations at a rapid rate. As a result, there is a much greater risk today, for NFPs, in relation to cyberattacks and breaches. Not only should an NFP's management be aware of and actively involved in managing such risks, but an NFP's governance committee (**Board**) must also consider this an essential part of its governance duties. Being 'unaware' of the risks is unlikely to stand up.

Below is a checklist for NFP Boards to ensure that cybersecurity is on the agenda and is being effectively managed. If you are uncertain if your NFP is effectively managing cybersecurity, in relation to your Board governance duties regarding cybersecurity or how to implement any of the below cybersecurity management steps, we would be happy to discuss these with you and help your NFP to manage cybersecurity risks, be cybersecurity safe and respond to cybersecurity incidents effectively.

For more information, please contact Jonathan Green, Senior Associate – NFPs, Human Rights & Social Impact on +61 3 9605 0912 or jegreen@millsoakley.com.au

For a complimentary NFP board cybersecurity health check and consultation, please return the below completed checklist to the above contact details.

NFP Name: ____________________ **NFP Contact:** ____________________

Contact Number: ____________________ **Contact Email:** ____________________

Risk Management

Is cybersecurity risk a part of your risk management framework and are cybersecurity risks assessed regularly by your Board?	Yes □	No □
Is cybersecurity a standing agenda item at your Board meetings, with opportunities for cybersecurity reports to be provided by your management?	Yes □	No □
Does your Board have a cybersecurity risk committee?	Yes □	No □
Does your Board sufficiently understand the relevant risks for your NFP and the types of activities it is involved in (i.e. health, education etc)?	Yes □	No □
Has your Board undertaken any training on cybersecurity?	Yes □	No □
Is there a clear delegation between those cybersecurity risks which are to be dealt with by management and those which are to be dealt with by the Board?	Yes □	No □
Does your NFP have directors' and officers' liability insurance, and does it cover cybersecurity?	Yes □	No □
Does your NFP have cybersecurity insurance, in case of a cybersecurity incident?	Yes □	No □

Access to Cybersecurity Expertise

Is cybersecurity a part of your Board skills matrix? Yes □ No □

Does your NFP have any Board members with cybersecurity expertise? Yes □ No □

Does your management have access to internal (i.e. a information security officer) or external (cyber consultants) cybersecurity expertise? Yes □ No □

Cybersecurity Controls

Does your NFP have sufficient controls in place (i.e. policies and procedures, authentication processes, access management protocols etc) to ensure, to the extent possible, it is cybersecurity safe? Yes □ No □

Have your management and staff been trained regarding cybersecurity risks and the implementation of any required controls? Yes □ No □

Privacy Act Requirements

Is your NFP required to comply with the *Privacy Act 1988* (Cth) (**Privacy Act**) (generally only NFPs with $3 million or more in turnover per year must comply, however, some with less turnover may still be required to comply i.e. those with government contracts, dealing with health information and with certain other information etc may be required to comply)? Yes □ No □

Incident Response

Does your NFP have a cybersecurity incident response plan in case of a cyberattack or breach? Yes □ No □

If your NFP is required to comply with the Privacy Act, does it have a Privacy Act compliant data breach incident response plan? Yes □ No □

Please note that this checklist and any NFP board cybersecurity health check and/or consultation provided by Mills Oakley provides information that is general in nature and should not be considered advice. If specific advice is required, in relation to the specific requirements for your NFP, Mills Oakley can be engaged to provide such advice.