LINE MANAGER'S CHECKLIST

Here's the thing about security….

1. IT COMES WITH THE JOB
Ensuring that your team behaves in a security-conscious way is as much a part of your responsibilities as monitoring their performance or looking after their welfare.

2. KNOW YOUR STAFF
Understanding the motivations and concerns of your team will help you recognise when there's a problem and address any issues.

3. EXPLAIN THE THREAT
Don't assume everyone knows why security is important. Help them understand the potential threats they face, the value of your organisation's assets and the consequences of a breach.

4. TELL THEM WHAT YOU EXPECT OF THEM
Check that employees understand and can follow your organisation's security procedures. Where relevant, don't leave briefings or training to another team – take charge of this yourself.

5. MAKE IT FEEL REAL
The best way to get someone to do something is to show them how it affects them personally. Use case studies and tangible examples to keep briefings interesting and engaging.

6. KEEP KNOWLEDGE TOPPED UP
Security measures can change regularly in response to evolving threats. In addition, staff working in new areas or new systems may need a top-up security briefing. Keep your staff updated on changes to security policies and ensure they receive a security briefing when they're given access to new systems, visit new sites or have been issued with new devices.

7. LEAD FROM THE FRONT
It's important that you walk the walk and don't belittle security matters. Employees need to see you employ good security practice in everything you do. So take the lead and behave in the way you expect your staff to behave.

8. DON'T WORRY, DON'T PANIC
Ensure you know how to handle a security incident. Try and be confident when answering questions about security concerns and always show you're taking the situation seriously.

9. IT'S A TWO-WAY STREET
Gather feedback from staff – do they know the threats, and the behaviour expected of them? Do they have security-related ideas that you and others could try?

10. IT'S ALWAYS A LEARNING CURVE
Security is an ever-evolving issue. Staff should be encouraged to own up to mistakes. Learning about and understanding the implications of real-life examples can help all of the team.

11. MANAGE ACCESS
You may need help from IT on this. Keep a record of employees' access rights and remember to close down that access when they move on.

12. AND LASTLY…
Remember that while it's important you keep your team aware of security matters, maintaining security is ultimately down to the choices that individuals make.

SECURITY IS EVERYONE'S BUSINESS.

TOGETHER, WE'VE GOT IT COVERED

National Protective Security Authority