The cybersecurity decision checklist

Use this with your team or provider. For every action, record an owner, a next step and a review date. This checklist supports a practical conversation; adapt it to your business.

☐ **01 Identify business essentials**

List the services, accounts and information needed to serve customers, receive payments and continue operating.

Next action _____

Responsible person _____ Review date _____

☐ **02 Assign responsibility**

Name the person responsible for each security action, including work entrusted to suppliers.

Next action _____

Responsible person _____ Review date _____

☐ **03 Protect email and key accounts**

Use passkeys where supported, or strong unique passwords and two-step verification.

Next action _____

Responsible person _____ Review date _____

☐ **04 Review access**

Remove access when staff or contractors leave. Give people only the access their work requires.

Next action _____

Responsible person _____ Review date _____

☐ **05 Keep devices current**

Check updates for devices, apps and browsers, and identify who resolves unsupported systems.

Next action _____

Responsible person _____ Review date _____

☐ **06 Test recovery**

Protect backups and practise restoring important information. Record what worked and what needs fixing.

Next action _____

Responsible person _____ Review date _____

Continue with items 07-12 on the next page.

The cybersecurity decision checklist

Continue the review with supplier oversight, reporting and follow-through. Record the next action, the person responsible and when you will check progress.

☐ **07 Check supplier commitments**

Know what a provider protects, what remains your responsibility and how incidents will be reported.

Next action

Responsible person Review date

☐ **08 Make reporting easy**

Ensure people know how to report suspicious messages, lost devices and unexpected account activity.

Next action

Responsible person Review date

☐ **09 Record accepted risk**

Write down the exposure, reason, authorised decision-maker, safeguards and review date.

Next action

Responsible person Review date

☐ **10 Track postponed work**

Give deferred actions a reason, temporary controls and a date or trigger for reconsideration.

Next action

Responsible person Review date

☐ **11 Review AI-assisted work**

Verify sources and client facts, protect sensitive information and name the final reviewer.

Next action

Responsible person Review date

☐ **12 Revisit the decisions**

Repeat the review when the business, its systems or its suppliers change.

Next action

Responsible person Review date

Sources & further reading

Original practical commentary informed by:

NCSC small organisations guidance NIST CSF 2.0 NIST Generative AI Profile