Dear <supplier name>,

Our school is submitting for Cyber Essentials certification and we would like you to clarify some aspects of our provision.

As you may be aware, Cyber Essentials is a UK government scheme supported by the National Cyber Security Centre (NCSC), it is intended to help organisations demonstrate their commitment to cyber security.

Cyber Essentials provides a well-documented framework for a baseline in cyber security and we would like to confirm some of the processes you carry out on our behalf.

With this in mind, please could you answer the following, indicating N/A for any aspects you are not responsible for.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Question**  | **YES**  | **No**  | **N/A**  | **Comments**  |
| 1.  | Are you aware of any unsupported operating systems, firmware or applications?    |    |    |    |    |
| 2.  | Are all high-risk or critical security updates, and all security updates with no declared CVSS rating for operating systems, firmware or applications installed within 14 days of release?     |    |    |    |    |
| 3.  | Can staff members download apps on school devices independently?     |    |    |    |    |
| 4.  | Are you aware of any software which is out of date / unused?       |    |    |    |    |
| 5.  | Is there a minimum password length defined by group policy?    |    |    |    |    |
| 6.  | Is there a process for giving administrator access to our accounts to your employees, and are these formally tracked and reviewed frequently?  |   |   |   |   |
| 7. | Are passwords you set for administrator access unique and at least 8 characters?  |    |    |    |    |
| 8.  | Is MFA enabled on all administrator accounts where available?  |   |   |   |   |
| 9.  | Is there a maximum number of attempts a user can have before they are locked out of their account?      |    |    |    |    |
| 10.  | Do you change all passwords if you believe there is a breach? Please comment how this is achieved. |   |   |   |   |
| 11.  | Do administrators carry out every day tasks such as emailing / web access on their accounts?  |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Question**  | **YES**  | **No**  | **N/A**  | **Comments**  |
| 12.  | Do USB sticks / DVDs prompt before running?    |    |    |    |    |
| 13.  | Is there remote access to the system/server?     |    |    |    |    |
| 14.  | Are there firewalls at the boundary of the school network which are always active/on?    |    |    |    |    |
| 15. | Can you access internet routers or hardware firewall remotely and if you can, is MFA enabled?     |    |    |    |    |
| 16.  | Can you confirm that all services are disabled and ports closed that that can be accessed from the internet through the router or firewall?  |   |   |   |   |
| 17.  | Are all software firealls enabled on all computers and laptops if they are available?  |   |   |   |   |
| 18.  | When installing new devices / hardware, can you confirm that the default passwords are changed to a password of at least 8 characters?      |    |    |    |    |
| 19. | Can you confirm that anti-malware software is installed?      |    |    |    |    |
| 20.  | Does anti-malware software update daily?      |    |    |    |    |
| 21.  | Does anti-malware software scan files automatically on access?     |    |    |    |    |
| 22.  | Is anti-malware set to scan web pages you visit and warn you about potentially malicious websites.  |   |   |   |   |

Once completed, please return this form to (add name of Busines Officer or IT contact), thank you .

Yours sincerely,