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 NCSC (National Cyber Security Centre), and 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.

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| --- | --- | --- | --- | --- | --- |
|  | **Question** | **YES** | **No** | **N/A** | **Comments** |
| 1. | Are you aware of any unsupported operating systems, firmware or applications?  |   |   |   |   |
| 2. | Are high-risk or critical security updates 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 | Are you aware of any software which is out of date / unused?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. | Are passwords you set for administrator access unique and at least 8 characters? |   |   |   |   |
| 7. | Is there a maximum number of attempts a user can have before they are locked out of their account?  |   |   |   |   |
| 8. | Do USB sticks / DVDs prompt before running?  |   |   |   |   |
| 9. | Is there remote access to the system/server?  |   |   |   |   |
| 10. | Are there firewalls at the boundary of the school network which are always active/on?  |   |   |   |   |
| 11. | Can you access internet routers or hardware firewall remotely?  |   |   |   |   |
| 12. | When installing new devices / hardware can you confirm that the default passwords are changed?  |   |   |   |   |
| 13 | Can you confirm that anti-malware software is installed?  |   |   |   |   |
| 14. | Does anti-malware software update daily?  |   |   |   |   |
| 15. | Does anti-malware software scan files automatically on access?  |   |   |   |   |