

Quarterly Cyber Review Agenda

30 minutes · quarterly · owner or owner + IT provider. Treat it like a BAS date.

1. Accounts & Access (5 min)

- Any staff joins or departures? Accounts created/removed promptly?
- MFA enabled for all current staff?
- Any shared logins still in use?

2. Backups & Recovery (5 min)

- Backups running successfully?
- Last restore test — when, and what was restored?
- Any new critical data not yet covered?

3. Updates & Devices (5 min)

- All devices on current OS/software versions?
- Any old or unmanaged devices in use?
- Router/firewall firmware checked?

4. Incidents & Near Misses (5 min)

- Any suspicious emails, login alerts or unusual activity?
- Any staff report a click or mistake? (No blame.)
- Any breach notifications received?

5. Risk Register Review (5 min)

- Any risks closed or resolved?
- Any new risks to add?
- Any business changes that change the risk picture?

6. Actions & Owner (5 min)

- List no more than three actions.
- Name an owner and a deadline for each.
- Date the review and file it.

Review date: _____

Attendees: _____