

Encryption Policy Control Implementation Checklist

To ensure that all security policies requirements are consistently implemented, monitored, and maintained, the following checklist has been developed. It translates specific policy controls into actionable tasks, assigns clear ownership, and establishes tracking mechanisms to support ongoing compliance and operational effectiveness.

| Policy Reference | Control Description | Frequency | Evidence Required | Status | Note |
|------------------|--|-------------|------------------------|--------|------|
| Encryption | Ensure relevant staff sign the Encryption Policy | As needed | Acknowledgement record | | |
| Encryption | Use the cryptographic standards as per the Encryption Policy | As needed | Configuration | | |
| Encryption | Ensure the implementation of encryption across the organisation for data at rest, in transit, and during processing. | As needed | Configuration | | |
| Encryption | Review, implement, maintain and monitor cryptographic keys | Bi Annually | Updated documentation | | |