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# Assessment on the level of information security awareness at the Government Pensions Administration Agency (GPAA)

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**2018**

https://hdl.handle.net/10539/27627

Ikaneng, Boitumelo Blessing, (2018)Assessment on the level of information security awareness at the Government Pensions Administrstion Agency (GPAA), University of the Witwatersrand, Johannesburg, https://hdl.handle.net/10539/27627

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## Appendix A – Information Security Awareness Survey at the GPAA

### SECTION A: DEMOGRAPHIC DATA

The following questions are for statistical purposes only:

1. Gender:

| | |
|---|---|
| Male | |
| Female | |

2. Age Range:

| | |
|---|---|
| 15 – 25 | |
| 26 – 35 | |
| 36- 45 | |
| 46 and above | |

3. Highest education level attained

| | |
|---|---|
| None | |
| Grade 1 up to Grade 7 | |
| High School | |
| Undergraduate | |
| Postgraduate | |

4. Employment Category:

| | |
|---|---|
| Clerical | |
| Admin | |
| Junior | |
| Senior Management | |
| Executive | |
| | |

5. Name of your Department:

| | |
|---|---|
| Programme 1 .1 – Support Services | |
| Programme 1.2 – Finance | |
| Programme 1.3 – Governance | |
| Programme 2.1 – Employee Benefits | |
| Programme 2.2 – National Treasury | |
| Programme 2.3 – Client Relations Management | |

Section B – Information Security awareness survey

**Please indicate the level of information security awareness in each aspect indicated below:**
(Please tick only appropriate box)

| No. | Information Security Question | Strongly Agree | Somewhat Agree | Neither agree nor disagree | Somewhat Disagree | Strongly disagree |
|---|---|---|---|---|---|---|
| 1 | I have a firm knowledge on legislations applicable to information security in Government institutions i.e. "MISS Policy" and Electronic Communication Telecoms Act | | | | | |
| 2 | I am familiar with the GPAA Information Security Policies and my responsibilities as an employee. | | | | | |
| 3 | I always lock my system when I move away from my computer and use a password protected screensaver. | | | | | |
| 4 | I know and understand the requirements for, and use of strong passwords. | | | | | |
| 5. | I know and understand the term "social engineering"," phishing" and "cybercrime" | | | | | |
| 6. | I know how to protect against "social engineering", "phishing" and "cybercrime". | | | | | |
| 7. | I know when and who to contact if I am suspicious of any information security incident/threat. | | | | | |
| 8. | I understand what information is considered "sensitive" or "classified" at the GPAA | | | | | |
| 9. | Documents with sensitive information are classified in accordance with their levels of classification (Restricted, Confidential, and Top Secret) at the GPAA. | | | | | |

| No. | Information Security Question | Strongly Agree | Somewhat Agree | Neither agree nor disagree | Somewhat Disagree | Strongly disagree |
|---|---|---|---|---|---|---|
| 10. | I am aware of course materials, security manuals and posters on information security, available at the GPAA. | | | | | |
| 11 | I understand the requirements and methods used for transferring, storing, labelling and handling sensitive information at the GPAA. | | | | | |
| 12 | I am familiar with security programmes in place to make staff at the GPAA aware of information security. | | | | | |
| 13 | I do not leave sensitive data unattended in open areas (i.e. Copiers, Desks, and Faxes). | | | | | |
| 14. | GPAA systems do not allow unauthorised access to information of records. | | | | | |
| 15. | GPAA member records can be removed without authority from their premises. | | | | | |
| 16 | All employees who handle sensitive information at the GPAA have valid security clearance certificates. | | | | | |
| 17. | I see actions pertaining to information security as an irritant rather than assisting in security information in the organisation. | | | | | |