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

Ikaneng, Boitumelo Blessing

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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.					