Security Briefing Checklist

Date: [Insert Date]

To: [New Hire's Name]

From: [Your Name / Department]

Subject: Security Briefing Checklist

Welcome to the Team!

As part of your onboarding process, please review the following security briefing checklist:

Security Policies Review

- Understand the company's security policies and protocols
- Review the acceptable use policy for company resources

Access Control

- Receive ID badge and access credentials
- Familiarize yourself with secure areas of the facility

Data Protection

- Training on data protection and privacy regulations
- Understand the process for reporting data breaches

Emergency Procedures

- Review emergency exit routes
- Learn about fire drills and evacuation procedures

Sign-off

Please acknowledge completion of the above checklist by signing below:

_____ [New Hire's Signature]

Thank you for your attention to these important security matters.

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]