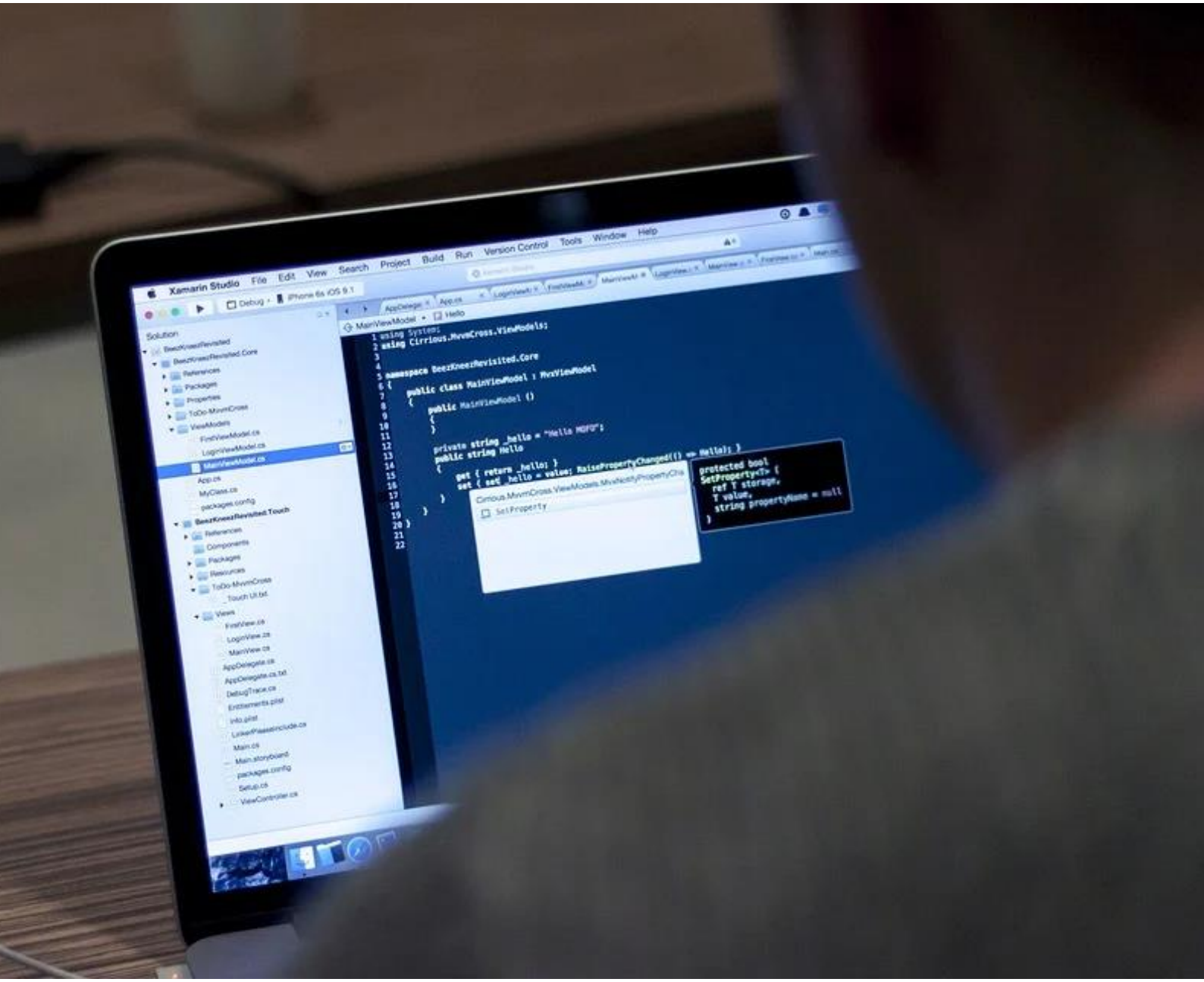

Questionnaire template

TeBelSi

Funded by the
Erasmus+ Programme
of the European Union

Funded by the
Erasmus+ Programme
of the European Union

TeBeISi

This document is licensed under CC BY-SA 4.0.

This document was produced as part of the ERASMUS+ project "Partial certification in the professional field of information security - TeBeiSi", Project ID: 2018-1-EN02-KA202-005218.

The European Commission support for the production of this publication does not constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

If you have any questions about the contents of the study, please contact:

Simon Rath

Research Assistant / Project Manager

BF/M-Bayreuth Mainstraße 5 95444 Bayreuth Tel: 0921 530397-32

Mail: simon.rath@bfm-bayreuth.de

Section A: Introduction

Information security places complex demands on the knowledge and skills that an employee needs in corporate practice. Against the backdrop of increasing digitalisation of business models and business processes, new opportunities are constantly arising to exploit security gaps and inflict damage on the company. Damage scenarios often include the leakage of confidential and sensitive data from the company, monetary claims by the attackers, and profound disruptions in operations that can potentially put a company's existence at risk.

Yet many companies are ill-prepared for such scenarios. In addition to the lack of awareness at the management level, the shortage of skilled workers on the labour market is a major obstacle for companies to effectively protect themselves against risks. This shortage particularly affects small and medium-sized enterprises (SMEs), which are often not in a position to keep up financially with large companies in the "Fight for Talents".

Against this background, the present survey requests the development of a requirement profile for information security workers, which should meet the needs and possibilities of SMEs. The results can be used to derive recommendations for action for companies and training providers on how the shortage of skilled workers in this sector can be combated most effectively.

Section B: General Information

In this section, we would like to learn more about your company and how your company relates to information security.

B1. In which branch of industry does your company operate?

Please refer to the categorization of your organisation according to the Statistical classification of economic activities in the European Community (NACE Rev. 2). You can find the full catalogue here: https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC

- ☐ Agriculture, forestry and fishing
- ☐ Mining and quarrying
- ☐ Manufacturing
- ☐ Electricity, gas, steam and air conditioning supply
- ☐ Sewerage
- ☐ Construction
- ☐ Repair of motor vehicles and motorcycles
- ☐ Transporting and storage
- ☐ Accommodation and food service activities
- ☐ Information and communication
- ☐ Financial and insurance activities
- ☐ Real estate activities
- ☐ Professional, scientific and technical activities
- ☐ Administrative and support service activities
- ☐ Compulsory social security
- ☐ Education
- ☐ Human health and social work activities
- ☐ Arts, entertainment and recreation
- ☐ Other services activities

B2. My organization falls into the following category.

- [ ] Microenterprise (less than 9 employees and less then 2 Mio. Euro annual turnover)
- [ ] Small Enterprise (10 to 49 employees and less than 10 Mio. Euro annual turnover)
- [ ] Medium Sized Enterprise (less then 249 employees and less than 50. Mio. Euro annual turnover)
- [ ] Large Enterprise (moe than 250 employees and more than 50 Mio. Euro annual turnover)
- [ ] Governmental organization
- [ ] Non-governmental organization (NGO)
- [ ] Research facility
- [ ] Other

Other

B3. Is your company subject to critical infrastructure requirements?

More information on critical infrastructure can be found at: https://www.kritis.bund.de/SubSites/Kritis/DE/Einfuehrung/einfuehrung_node.html.

- [ ] Yes
- [ ] No
- [ ] I don't know

B4. What is your role in the company?

- [ ] Managing director / Human Resources Department
- [ ] IT Department / Information Security Department

Section C: Company Culture

C1. Please indicate to what extent the following characteristics describe the company you work for or the organisation you work for.

	Strongly disagree	Disagree	Partially agree and partially disagree	Agree	Strongly agree
The company is highly performance-oriented.	☐	☐	☐	☐	☐
The company is highly customer-oriented.	☐	☐	☐	☐	☐
The company is highly quality-oriented.	☐	☐	☐	☐	☐
The company is open towards innovations.	☐	☐	☐	☐	☐
The company is strongly hierarchically organised.	☐	☐	☐	☐	☐
The company has a bureaucratic management style.	☐	☐	☐	☐	☐
When mistakes and problems occur in the company, first of all culprits are sought.	☐	☐	☐	☐	☐
Employee information has a high priority.	☐	☐	☐	☐	☐
Managers place great trust in the employees.	☐	☐	☐	☐	☐
Employees are involved in decision-making.	☐	☐	☐	☐	☐
The leadership style in the firm is authoritarian.	☐	☐	☐	☐	☐
Conflicts are addressed openly in the company.	☐	☐	☐	☐	☐
The company is characterised by team orientation.	☐	☐	☐	☐	☐

	Strongly disagree	Disagree	Partially agree and partially disagree	Agree	Strongly agree
The relationship between employees is characterised by competition.	☐	☐	☐	☐	☐
Employees place great trust in the managers.	☐	☐	☐	☐	☐

C2. In which country does your company mainly operate?

- ☐ Austria
- ☐ Belgium
- ☐ Bulgaria
- ☐ Croatia
- ☐ Cyprus
- ☐ Czech Republic
- ☐ Denmark
- ☐ Estonia
- ☐ Finland
- ☐ France
- ☐ Germany
- ☐ Greece
- ☐ Hungary
- ☐ Ireland
- ☐ Italy

Latvia ☐
Lithuania ☐
Luxembourg ☐
Malta ☐
Netherlands ☐
Poland ☐
Portugal ☐
Romania ☐
Slovakia ☐
Slovenia ☐
Spain ☐
Sweden ☐

Section D: Competences in the company

The following two blocks of questions take a closer look at which tasks and activities are the focus of an information security strategy in your company. The fields were formed as part of a previous survey.

D1. Please rate the following activities for your company in terms of frequency and importance:

	1 - never	2	3	4	5 - very often
Analysis of business processes and preparation of strategic reports on data protection and information security.	☐	☐	☐	☐	☐
Track and report on changes inside and outside the organisation that affect the organisation's security strategy.	☐	☐	☐	☐	☐

	1 - never	2	3	4	5 - very often
Write company policies on the systematic handling of certain information and data.	☐	☐	☐	☐	☐
Develop recommendations for equipment to be procured, taking into account the company's information security and data protection requirements.	☐	☐	☐	☐	☐
Carry out (information) activities to raise employees' awareness of safety risks in their daily work and to spread safety awareness among the workforce.	☐	☐	☐	☐	☐
Create training plans for the company to regularly train employees on information security and data protection.	☐	☐	☐	☐	☐
Install firewall and anti-virus software. Carrying out updates and applying elementary methods to check the security of the software used in the company and preparing appropriate documentation.	☐	☐	☐	☐	☐
Securing mobile devices, communication channels and data storage through passwords or other means of authentication.	☐	☐	☐	☐	☐
Carrying out routine data backups and applying proper conduct methods in accordance with the GDPR to data processing in the company.	☐	☐	☐	☐	☐
Set up administrator accounts and restrict access rights among staff according to the security levels set.	☐	☐	☐	☐	☐
Establish passwords for individual staff access and a secure storage and recovery process.	☐	☐	☐	☐	☐
Create policies and processes for the occurrence of any security incidents.	☐	☐	☐	☐	☐
Coordinating the needs of managers and employees of the company and providing both parties with information and insights from the company.	☐	☐	☐	☐	☐

D2. Please rate the following activities for your company in terms of frequency and importance:

	1 - not at all	2	3	4	5 - very important
Analysis of business processes and preparation of strategic reports on data protection and information security.	☐	☐	☐	☐	☐
Track and report on changes inside and outside the organisation that affect the organisation's security strategy.	☐	☐	☐	☐	☐
Write company policies on the systematic handling of certain information and data.	☐	☐	☐	☐	☐

	1 - not at all	2	3	4	5 - very important
Develop recommendations for equipment to be procured, taking into account the company's information security and data protection requirements.	☐	☐	☐	☐	☐
Carry out (information) activities to raise employees' awareness of safety risks in their daily work and to spread safety awareness among the workforce.	☐	☐	☐	☐	☐
Create training plans for the company to regularly train employees on information security and data protection.	☐	☐	☐	☐	☐
Install firewall and anti-virus software. Carrying out updates and applying elementary methods to check the security of the software used in the company and preparing appropriate documentation.	☐	☐	☐	☐	☐
Securing mobile devices, communication channels and data storage through passwords or other means of authentication.	☐	☐	☐	☐	☐
Carrying out routine data backups and applying proper conduct methods in accordance with the GDPR to data processing in the company.	☐	☐	☐	☐	☐
Set up administrator accounts and restrict access rights among staff according to the security levels set.	☐	☐	☐	☐	☐
Establish passwords for individual staff access and a secure storage and recovery process.	☐	☐	☐	☐	☐
Create policies and processes for the occurrence of any security incidents.	☐	☐	☐	☐	☐
Coordinating the needs of managers and employees of the company and providing both parties with information and insights from the company.	☐	☐	☐	☐	☐

Section E: Information Security in SME

E1. What reasons have prevented your company from investing in improving information security to date?

- ☐ Does not apply. Our firm managed to cover its needs.
- ☐ No perceived need
- ☐ No priority, other topics have been more important so far
- ☐ No available personnel Lack of offers from service providers

Lack of offers from service providers ☐

Not enough financial resources ☐

E2. Which options for increasing information security could realistically be considered for your company, or which are currently being used?

Purchasing as a third-party service ☐

Further qualification of own employees ☐

Creation and filling of a new position in the company ☐

Covering the risks through insurance ☐

Other ☐

E3. Building on your experience, what type of education or training is necessary/helpful/optional for an employee tasked with ensuring information security in your organization?

	necessary (must-have)	helpful (nice to have)	optional	no assessment
Self-study (digital learning platforms (MOOC) e.g. Coursera, Udemy, EdX)	☐	☐	☐	☐
In-house retraining or continuing education	☐	☐	☐	☐
On-the-job experience	☐	☐	☐	☐
Certificate courses	☐	☐	☐	☐
3-year vocational training	☐	☐	☐	☐
University bachelor's degree	☐	☐	☐	☐
University Master's degree	☐	☐	☐	☐
PhD	☐	☐	☐	☐

Section F: Technologies used

Please tick which of the following technologies are used in your company.

F1. Our company uses the following technologies:

	never	occasionally	weekly	daily
Smartphone	☐	☐	☐	☐
Laptop	☐	☐	☐	☐
E-mail	☐	☐	☐	☐
World Wide Web (e.g. browser, web applications)	☐	☐	☐	☐
Text, spreadsheet and presentation software	☐	☐	☐	☐
Document and knowledge management systems (e.g. intranets, blogs, wikis)	☐	☐	☐	☐
Real-time communication systems (e.g. web conferences, chat)	☐	☐	☐	☐
Social interaction and collaboration systems (e.g. social networks, synchronous collaboration)	☐	☐	☐	☐
Content management systems (e.g. software for creating websites)	☐	☐	☐	☐
Systems for security through user interaction (e.g. authentication through password entry)	☐	☐	☐	☐
Background security systems (e.g. firewalls, cryptography, VPN)	☐	☐	☐	☐
Wireless connections (e.g. mobile networks, WLAN, radio equipment)	☐	☐	☐	☐
Network hardware (e.g. network systems, field bus systems)	☐	☐	☐	☐
Databases & data warehouses (e.g. data storage and management)	☐	☐	☐	☐

	never	occasionally	weekly	daily
Creative and design software (e.g. image, film, sound editing)	☐	☐	☐	☐
Statistics and analysis software (e.g. data mining)	☐	☐	☐	☐
Product and software development software (e.g. CAD/CAM systems)	☐	☐	☐	☐
Medical software (e.g. control systems for diagnostic/therapeutic devices)	☐	☐	☐	☐
Modelling and simulation software (e.g. mathematical modelling, physics simulation)	☐	☐	☐	☐
Digital cash flow systems (e.g. digital cash, online transactions)	☐	☐	☐	☐
Cash register systems (e.g. card readers, electronic cash register systems)	☐	☐	☐	☐
E-commerce systems (e.g. web shop software, online auctions)	☐	☐	☐	☐
Organisational management software (e.g. financial controlling, ERP systems)	☐	☐	☐	☐
Management information software (e.g. project management software, process modelling software)	☐	☐	☐	☐

Section G: Information security in the company: personnel requirements

G1. Are there employees in your company who are formally responsible for information security?

Yes ☐

No ☐

G2. If so, how many?

- 1 ☐
- 2-5 ☐
- 6-10 ☐
- > 10 ☐

G3. How many open information security positions are there in your company?

	none	1	2-5	6-10	>10	unknown
Currently	☐	☐	☐	☐	☐	☐
In one year	☐	☐	☐	☐	☐	☐
In five years	☐	☐	☐	☐	☐	☐

G4. How are you tackling the human resource needs in the area of information security so far?

- Hiring new employees ☐
- Further training of existing employees ☐
- Purchase of the "information security" service from third-party providers ☐
- No measures ☐

G5. My company...

- is certified for information security. ☐
- is striving for certification. ☐
- is not certified and does not seek certification. ☐

G6. Are you aware of any information security incidents within the last 2 years, or is there a suspicion of a security incident?

Definition: A security incident includes all deviations from regular company operations in which protective measures are bypassed and information is siphoned off, examples of which are the infiltration of malware, phishing mails, fraudulent phone calls, theft of internal company documents, etc.

Yes ☐

No ☐

Section H: Self-assessment of Competencies

H1. What are the minimum skills and competencies a person should possess to work in the field of information security in an SME?

Please note here that the activities only include ensuring basic protective measures, for example to meet minimum requirements for an insurance benefit. In the context of an implementation of information security management systems or the preparation of a company for a possible certification, only a supporting role shall be taken by this person (e.g. as contact person for external information security officers or auditors).

Note: To get information about the meaning of each answer choice, rest the cursor over an answer choice (e.g., "Process Management") for a tooltip to appear.

	0 - No experience	1 - General knowledge about the topics	2 - General knowledge plus practical experience	3 - Advanced theoretical knowledge	4 - Advanced theoretical knowledge plus practical experience	No assessment possible
Process Management	☐	☐	☐	☐	☐	☐
ICT Risk Management	☐	☐	☐	☐	☐	☐
Compliance Management	☐	☐	☐	☐	☐	☐
ICT Procurement	☐	☐	☐	☐	☐	☐
Sensitisation and Influencing	☐	☐	☐	☐	☐	☐
Education and Training	☐	☐	☐	☐	☐	☐
Security Testing	☐	☐	☐	☐	☐	☐

	0 - No experience	1 - General knowledge about the topics	2 - General knowledge plus practical experience	3 - Advanced theoretical knowledge	4 - Advanced theoretical knowledge plus practical experience	No assessment possible
Encoding	☐	☐	☐	☐	☐	☐
Data Management	☐	☐	☐	☐	☐	☐
Role Based Access Control	☐	☐	☐	☐	☐	☐
Password Management	☐	☐	☐	☐	☐	☐
Business Continuity Manegement	☐	☐	☐	☐	☐	☐
Mediation and Stakeholder Management	☐	☐	☐	☐	☐	☐

Section I: Work Performance

I1. Please provide an assessment of your own perception.

	0 – never	1	2	3	4 – often
I managed to plan my work so that I finished it on time.	☐	☐	☐	☐	☐
I kept in mind the work result I needed to achieve.	☐	☐	☐	☐	☐
I was able to set priorities.	☐	☐	☐	☐	☐
I was able to carry out my work efficiently.	☐	☐	☐	☐	☐
I managed my time well.	☐	☐	☐	☐	☐
I started new tasks on my own initiative when my old tasks were completed.	☐	☐	☐	☐	☐
I took on challenging tasks in information security when they were available.	☐	☐	☐	☐	☐

	0 – never	1	2	3	4 – often
I worked on keeping my information-security-related knowledge up-to-date.	☐	☐	☐	☐	☐
I worked on keeping my information security skills up-to-date.	☐	☐	☐	☐	☐
I came up with creative solutions for new problems concerning information security in my firm.	☐	☐	☐	☐	☐

Section J: Work Performance

J1. Please provide an assessment of your own perception.

	0 - never	1	2	3	4 - often
I took on extra responsibilities in the domain of information security.	☐	☐	☐	☐	☐
I continually sought new challenges in my work.	☐	☐	☐	☐	☐
I actively participated in meetings and/ or consultations concerning information security.	☐	☐	☐	☐	☐
I complained about minor work-related issues at work.	☐	☐	☐	☐	☐
I made problems at work bigger than they were.	☐	☐	☐	☐	☐
I focused on the negative aspects of my work.	☐	☐	☐	☐	☐
I talked to colleagues about the negative aspects of my work.	☐	☐	☐	☐	☐
I talked to people outside the organisation about the negative aspects of my work.	☐	☐	☐	☐	☐

Section K: Personality Traits

K1. How well do the following statements describe your personality?

	Disagree strongly	Disagree a little	Neither agree nor disagree	Agree a little	Agree strongly
I am rather reserved.	☐	☐	☐	☐	☐
I trust others easily and believe in the good in people.	☐	☐	☐	☐	☐
I am rather comfortable and tend to laziness.	☐	☐	☐	☐	☐
I am relaxed and handles stress well.	☐	☐	☐	☐	☐
I have few artistic interests.	☐	☐	☐	☐	☐
I am outgoing and sociable.	☐	☐	☐	☐	☐
I tend to criticize others.	☐	☐	☐	☐	☐
I complete tasks thoroughly.	☐	☐	☐	☐	☐
I get nervous easily.	☐	☐	☐	☐	☐
I have an active imagination.	☐	☐	☐	☐	☐

Section L: LU 01 Process Management

L1. Please evaluate yourself: Which of the following process management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Identifying workflows in the company that are critical for information security using examples.	☐	☐	☐	☐	☐
Assessing corporate workflows for compliance with corporate information security policies.	☐	☐	☐	☐	☐
Assessing workflows in the company for their compliance with the General Data Protection Regulation (GDPR).	☐	☐	☐	☐	☐
Documenting processes strategically (systematically, continuously).	☐	☐	☐	☐	☐
Using appropriate communication techniques and channels to communicate with colleagues about your work processes.	☐	☐	☐	☐	☐

Section M: LU 02 Risk Management

M1. Please evaluate yourself: Which of the following risk management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Determining the exposure of the firm towards certain threats.	☐	☐	☐	☐	☐
Monitoring ongoing technological developments and the emergence of new threats.	☐	☐	☐	☐	☐
Cooperating with employees to detect vulnerabilities.	☐	☐	☐	☐	☐
Providing recommendations for actions based on the detected vulnerabilities within the firm.	☐	☐	☐	☐	☐
Determining the volume and purpose of personal data which is processed within the firm.	☐	☐	☐	☐	☐

Section N: LU 03 Compliance Management

N1. Please evaluate yourself: Which of the following compliance management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Analyzing and mapping the processes related to the flow of information in the organization.	☐	☐	☐	☐	☐
Applying analytical and critical thinking skills in identifying the strengths and weaknesses of potential solutions to compliance management related problems.	☐	☐	☐	☐	☐
Identifying critical data and information units that require special protection or treatment in the internal processes of organization.	☐	☐	☐	☐	☐
Identifying potential risks and threats to information security and data protection in the organisation's internal processes.	☐	☐	☐	☐	☐

Section O: LU 04 ICT Procurement

O1. Please evaluate yourself: Which of the following ICT procurement activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Gathering information and presenting an evaluation about technology which must be purchased.	☐	☐	☐	☐	☐
Implementing the firms' security strategy when new technology is being bought.	☐	☐	☐	☐	☐
Communicating the importance of security-relevant features when new technology is to be purchased.	☐	☐	☐	☐	☐
Analysing available solutions on the market and understand their deceptabilty to security threats.	☐	☐	☐	☐	☐

Section P: LU 05 Sensitisation and Influencing

P1. Please evaluate yourself: Which of the following sensitisation and influencing activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Knowing the importance of data protection and information security in a small or medium-sized company.	☐	☐	☐	☐	☐
Knowing the most likely threats to your daily work and the work of your colleagues.	☐	☐	☐	☐	☐
Knowing the role of risk awareness among your employees.	☐	☐	☐	☐	☐
Know how to carry out an employee awareness analysis.	☐	☐	☐	☐	☐
Know how to increase security awareness among employee.	☐	☐	☐	☐	☐

Section Q: LU 06 Education and Training

Q1. Please evaluate yourself: Which of the following education and training activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Finding relevant information on Information Security.	☐	☐	☐	☐	☐
Researching relevant information on Data Protection.	☐	☐	☐	☐	☐
Identifying difficulties in the daily work regarding information security and data protection in my company.	☐	☐	☐	☐	☐
Identifying measures for training needs.	☐	☐	☐	☐	☐
Convincing staff that information and data security are important.	☐	☐	☐	☐	☐
Planning further training sessions for our company.	☐	☐	☐	☐	☐
Conducting trainings on Information Security and Data protection in our company.	☐	☐	☐	☐	☐

Section R: LU 07 Security Testing

R1. Please evaluate yourself: Which of the following security testing activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Installing anti-virus software and firewalls.	☐	☐	☐	☐	☐
Applying basic methods to test the security of software.	☐	☐	☐	☐	☐
Applying basic methods to test the security of the computer systems or networks.	☐	☐	☐	☐	☐
Applying basic methods to test the security of communication channels.	☐	☐	☐	☐	☐
Documenting strategically changes and updates carried out.	☐	☐	☐	☐	☐

Section S: LU 08 Encoding

S1. Please evaluate yourself: Which of the following encoding activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Executing software to encrypt data storage units.	☐	☐	☐	☐	☐
Applying methods to encrypt email and messenger communications.	☐	☐	☐	☐	☐
Securing the access to specific resources via Two-Factor authentification.	☐	☐	☐	☐	☐
Recognizing resources, information and technologies used in the firm which should be encoded.	☐	☐	☐	☐	☐

Section T: LU 09 Data Management

T1. Please evaluate yourself: Which of the following Data Management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Knowing what kind of data are being processed within the organization and what storage techniques should comply with the respective regulations.	☐	☐	☐	☐	☐
Determining the volume and purpose of personal data that are being stored/processed within the organization.	☐	☐	☐	☐	☐
Creating regular backups to reduce the risk of losing valuable data and information.	☐	☐	☐	☐	☐
Cooperating with colleagues to analyse data management processes and introduce necessary changes.	☐	☐	☐	☐	☐
Planning and managing resources and monitoring the data management process.	☐	☐	☐	☐	☐

Section U: LU 10 Role Based Access Control

U1. Please evaluate yourself: Which of the following activities from the domain of role based access control can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Assigning appropriate roles to employees following the guidelines given by the management.	☐	☐	☐	☐	☐
Convincing the management and staff of our company of the relevance of role-based access to certain resources.	☐	☐	☐	☐	☐
Setting individual user rights and credentials.	☐	☐	☐	☐	☐
Tracing when certain users accessed certain ressources (databases, computers, storage rooms etc.).	☐	☐	☐	☐	☐
Identifying which resources in the firm need to have controllable and traceable access (data bases, programmes, storage rooms etc.).	☐	☐	☐	☐	☐

Section V: LU 11 Password Management

V1. Please evaluate yourself: Which of the following password management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Restricting access to certain information through individually assigned passwords.	☐	☐	☐	☐	☐
Setting up a password management system and recovering or changing passwords when needed.	☐	☐	☐	☐	☐
Establishing rules for password creation.	☐	☐	☐	☐	☐
Providing tools to colleagues to safely manage their passwords on business devices.	☐	☐	☐	☐	☐
Interacting with colleagues and supporting them if they need help recovering their password.	☐	☐	☐	☐	☐

Section W: LU 12 Business Continuity Management

W1. Please evaluate yourself: Which of the following business continuity management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Applying techniques or methodologies to develop emergency scenarios.	☐	☐	☐	☐	☐
Identifying theoretical emergency situations in my company.	☐	☐	☐	☐	☐
Preparing guidelines for emergency situations.	☐	☐	☐	☐	☐
Naming specific measures which have to been taken in emergency situations.	☐	☐	☐	☐	☐

Section X: LU 13 Mediation and Stakeholder Management

X1. Please evaluate yourself: Which of the following stakeholder management activities can you perform?

0 – Novice: I can't do that.

1 – Beginner: I can work on simple tasks, if necessary also with the help of instructions.

2 – Fairly Competent: I can work on clearly defined tasks and solve problems independently.

3 – Proficient: I can work on tasks even in complex contexts and solve problems independently.

4 – Expert: I can solve complex problems and work out new ideas and processes independently. I can guide and enable employees to carry out tasks under my supervision.

	0 - Novice	1 - Beginner	2 - Fairly Competent	3 - Proficient	4 - Expert
Coordinating the interests of stakeholders in the firm (employees and management).	☐	☐	☐	☐	☐
Communicating effectively with different hierarchy levels in the firm to ensure the presence of information security topics in the operational planning of the firm.	☐	☐	☐	☐	☐
Steering needs and interests of stakeholders from different departments and hierarchy levels in the firm.	☐	☐	☐	☐	☐
Choosing deliberately communication techniques and choice of messages when addressing specific topics regarding information security to specific recipients (employees, management).	☐	☐	☐	☐	☐
Handling resistance from within the company when new processes are being established.	☐	☐	☐	☐	☐

Section Y: General Information

Y1. How old are you?

- ☐ 18-24 years
- ☐ 25-39 years
- ☐ 40-59 years
- ☐ 60-64 years
- ☐ > 65 years

Y2. Gender:

- ☐ Male
- ☐ Female
- ☐ Diverse
- ☐ I cannot / do not want to assign myself

Y3. Work experience in years:

☐☐☐☐☐☐☐☐☐☐

Thank you for your participation! If you have any questions about the survey or the "TeBeISi" project, please feel free to contact us: Simon.Rath@bfm-bayreuth.de

Want to stay up to date on project results? Check out our Website: https://information-security-in-sme.eu/

You can now close this window to leave the survey.