

Bank of  
Melbourne

# Create Your Cyber Response Playbook.

5 steps to manage a cyber attack.

Businesses need to be ready for when a cyber attack occurs, not if.

## An overview of cyber crime in Australia.



**There's a  
cyber attack  
reported every  
six minutes**

compared to every seven  
minutes last financial year.



Average loss per cyber  
crime reported

Small business:  
**\$49,000**

Medium business:  
**\$62,800**

Large business:  
**\$63,600**



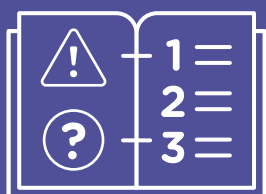
**Over 87,400**  
cyber crime reports over  
the past financial year.

**Over 100  
calls a day**  
to the Australian  
Cyber Security Hotline  
up 12% on last financial year.

# Step 1.

## A smart playbook answers big questions in advance.

Tip



Rehearsing your Cyber Response Playbook can identify security gaps and improve recovery times.

A Cyber Response Playbook is a series of actions that will help your business prepare for and reduce the impact of a cyber attack.

It's important to know the answers to the following before a cyber attack occurs.

1. Who is the lead for capturing information, managing meetings and providing updates?
2. Who will communicate with key stakeholders, including suppliers, customers, business leaders, employees, consultants, regulators, media and the public?
3. What are your key systems, data and accounts, and where are they backed up to?
4. Do you have a disaster recovery plan? How will you ensure business continuity? E.g. for goods coming in and out?
5. Do you have a backup of your most recent payroll, to ensure you can continue to pay staff?
6. Do you have third party incident response/IT/legal teams you deal with?
7. Do you have cyber insurance? Make sure you know how to activate it, and what it will cover.

## Print out a copy.

In some ransomware attacks, you might lose access to your systems, including the place where you've stored your playbook. Once you've prepared your playbook print a copy to ensure you can still access it in the event of a cyber incident.



# Step 2.

## Who needs to know?

Tip



You may have legal obligations to notify regulators, and the ASX if you're publicly listed.

A well-planned playbook will include a list of people and institutions to be notified.

Who should be on your list?

### Australian Cyber Security Centre

Online: [cyber.gov.au/report](https://cyber.gov.au/report)

Phone: 1300 CYBER1 (1300 292 371)

### Your bank

Protect your digital banking services and cash flow.

### IT vendors/consultants

Ensure phone numbers are easily accessible in a crisis.

### Suppliers

Advise on data breaches that may impact their operations.

### Police

Report the incident as part of cyber crime shutdown efforts.

### Media

Release a statement, if relevant, noting you have executed your business' cyber response plan.

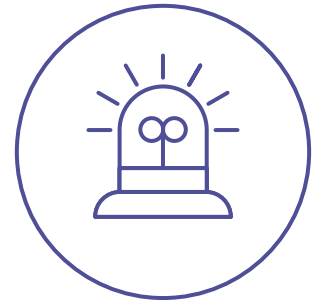
### Insurer

Check coverage for a ransom payment or forensic investigations, for example.

# Step 3. You've been hacked... Now what?

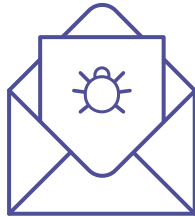
## 1. Sound the alert.

Engage IT advisers or employees so they can limit any damage. Time for cyber response team members to activate response checklists.



## 2. Detect the threat.

Identify the nature of the cyber attack. The most common cyber threats are:



### Phishing.

Fake emails or messages trick people into clicking links or attachments, downloading malware, or providing personal or financial information.



### Ransomware.

Cyber criminals lock up computer files and data and demand payment for release.



### Business Email Compromise.

Attackers infiltrate networks and initiate emails to trick people into sending payments or sensitive information.



### Denial of Service.

Servers are flooded with traffic to shut down systems.

Tip



Take a picture of the cyber attack message or ransom note. It may contain key information for your IT team.

## 3. Contain the damage.

Take initial steps to mitigate business fallout.

- Disconnect all devices from your network to stop infections spreading
- You will need your IT support to provide a detailed forensic analysis of your systems to highlight breaches
- Scan backups for malware on a safe computer.



## Step 4. Reset and restore.

Tip



These kinds of incidents can be very stressful. Keep an eye on your employees' stress levels.

Once the attack is contained, get up and running again.



### Check backups.

And ensure that the attacker hasn't accessed or modified your data.



### Wipe clean.

If you can, do a complete wipe and restore from a verified backup.



### Clean in place, if you must.

If you can't completely wipe, work with an IT provider to clean all affected devices.

## Step 5. Stop future attacks.

Tip



Treat cyber crime as a business risk – not just an IT problem.

Continuously review and update your playbook. Prevention is the best protection.

### Update software.

Keep all applications, software and point-of-sale systems up-to-date.

### Back up data.

Back up your systems and critical data regularly, and store that data in a secure external location. This includes using a cloud-based solution or removing hard drives/USBs from your network once a backup is complete.

### Tighten security.

Use multi-factor authentication (MFA) as proof of identity to stop unauthorised access to systems.

### Update and evolve.

Make sure your playbook includes strategies to counter evolving cyber threats (e.g. have a remote access protocol for employees working from home, and set up firewall rules).

# Useful Links.

## Start here.

The ACSC’s [The Essential Eight](#) outlines a series of cyber safe strategies for all organisations.

## Be proactive.

Follow the ACSC’s [cyber incident response plan](#) template to plan for action in a cyber attack.

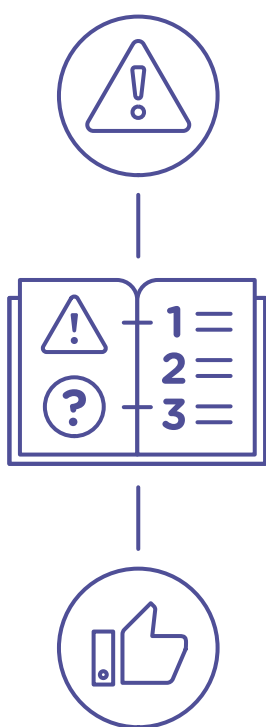
## Be collaborative.

Learn more on the latest cyber threats and protections and share your insights via [Joint Cyber Security Centres](#).

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See Bank of Melbourne’s Security Centre [bankofmelbourne.com.au/security](https://bankofmelbourne.com.au/security) for more information on how to keep you and your business safe.

You can also discuss cyber security strategies with your Customer Relationship Manager.



“A plan or Cyber Response Playbook is crucial for hitting the ground running if there is a cyber incident”

Matt Smith, Assistant Director-General,  
Incident Management, Australian Cyber Security Centre