

Certification Application Form for Associate Cybersecurity Professional (ACsP)

HR Department Verification Form on Key Roles/ Responsibilities for Cybersecurity Practitioner

Important notes:

1. All information filled in including company chop must be true and original.
2. Fill in **ONE complete HR Verification Annex form for CURRENT position/ functional title** in your application. A completed application form should contain p.1-5. You can make sufficient copies of HR Verification Annex (ACsP) (p.AC1-AC2).
3. Use BLOCK LETTERS to complete HR Verification Annex (ACsP).

Employment Information	
Name of the applicant:	
HKID/ passport number:	
Current Position/ functional title:	
Name of Current employer:	
Business division/ department:	
Employment period of the <u>stated</u> functional title/ position: <i>(DD/ MM/ YYYY)</i>	From: To:
Key roles/ responsibilities in relation to the <u>stated</u> functional title/ position: <i>(Tick the appropriate box(es); Application will be processed based on the role(s) ticked)</i>	<input type="checkbox"/> Role 1 – IT Security Operations and Delivery <i>(fill in p.AC2)</i> <input type="checkbox"/> Role 2 – IT Risk Management and Control <i>(fill in p.AC2)</i> <input type="checkbox"/> Role 3 – IT Audit <i>(fill in p.AC3)</i>
Total number of years and months of carrying “Role 1”, “Role 2” or “Role 3” function in the <u>stated</u> position	_____years _____months
Work Location	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Others, please specify: _____

Tick the appropriate key roles/responsibilities in relation to your functional title/position stated on p.AC1 of HR Verification Annex (ACsP).

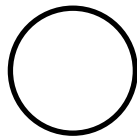
Key Roles/ Responsibilities	Please “√” where appropriate
<input type="checkbox"/> Role 1 – IT Security Operations and Delivery	
<input type="checkbox"/> Operational Tasks:	
1. Implement and enforce the bank’s IT security policies	
2. Responsible for the day-to-day security operation of the bank including access control configuration, reviewing program changes requests, reviewing IT incidents, security reporting and etc	
3. Implement cybersecurity monitoring framework	
4. Collect data on cybersecurity related risk, attacks, breaches and incidents, including external data and statistics as appreciate	
5. Investigate security incidents by gathering evidence and reviewing system logs / audit trails	
6. Provide operational support to systems and network teams regarding security related matters	
<input type="checkbox"/> Technical Tasks:	
1. Monitor network traffic through implemented security tools to proactively identify indicators of compromise (e.g. Host based IDS/IPS, network based IDS/IPS, firewall logs, application logs)	
2. Perform maintenance and operation support for security devices such as firewall, IPS/IDS, VPN, anti-virus and encryption services	
3. Participate in developing, tuning and implementing threat detection analytics	
<input type="checkbox"/> Role 2 – IT Risk Management and Control	
1. Assist management in developing processes and controls to manage IT risks and control issues	
2. Assist in communicating the risk management standards, policies and procedures to stakeholders	
3. Apply processes to ensure that IT operational and control risks are at an acceptable level within the risk thresholds of the bank, by evaluating the adequacy of risk management controls	
4. Analyse and report to management, and investigate into any non-compliance of risk management policies and protocols	

Tick the appropriate key roles/responsibilities in relation to your functional title/position stated on p.AC1 of HR Verification Annex (ACsP).

Key Roles/ Responsibilities	Please “√” where appropriate
<input type="checkbox"/> Role 3 – IT Audit	
1. Assist in the execution of audits in compliance with audit standards	
2. Assist in the fieldwork and conducting tests	
3. Assist in evaluating data collected from tests	
4. Document the audit, test and assessment process and results	
5. Ensure appropriate audit follow-up actions are carried out promptly	

Verification by HR Department

The employment information provided by the applicant in this form has been verified to be consistent with the information on the applicant that is retained by the HR department of the applicant’s employer (where the organisation has a record of this information).



Signature & Company Chop

Date

Name: _____

Department: _____

Position: _____