Dear all,

At company name, we have chosen to collaborate with a Danish cybersecurity company, CyberPilot to implement a course program in cybersecurity and GDPR for all employees. Also known as *awareness training*

**Why awareness training?**

Cybersecurity is an area that is becoming increasingly important. This is a result of an increasing number of organisations being exposed to various forms of cybercrime, which can have major consequences for the organisation. The employees play an important role in being part of the company's IT security defense - and therefore education and training are important

The purpose of the *awareness* training is to ensure *awareness* and knowledge about the threats that can affect us as an organisation. You probably won't always learn something new. Sometimes you will be reminded of good habits, which is at least as important and beneficial when it comes to good safety behavior that can be used in the workplace as well as in your private life.

**When and how?**

We will start the training on xxx

You will receive an email with login information for CyberPilot. Here you get access to basic courses on IT security and/or GDPR. Each course ends with a short quiz. The courses take 5-7 minutes to complete. Note that emails regarding the Awareness training come from CyberPilot and the sender will be **notify@app.cyberpilot.io**

**The training ahead**

How often can employees expect new courses? (a wording such as "6-12 courses annually" may be enough for users to understand that they should expect continuous training

After the start-up, you will receive new courses with a current and relevant topic 6-12 times a year. You will be notified by email when a new course is available.

**What do we expect from you?**

If the training is mandatory, be clear about it

As IT security is a high priority for us, we naturally expect you to support the training and set aside time to complete the courses you are assigned. It is a requirement that you complete the courses and be careful not to postpone your completion for too long.

It's important that we all take the training in a timely manner, so we stay up to date on IT threats. You are expected to take the courses within ## days. If you have not completed your training by the deadline, a reminder email will be sent to you, with your manager cc’d. So, make sure you take your courses on time.

Examples of things you can elaborate on:

* How long do they have to complete the courses?
* Who will be notified if the training is not completed and how/who will follow up on incomplete training?
* Any consequences if the training is not completed?

**If you have any questions**

At company name xxx is/are responsible for the awareness training. He/she/they can be contacted at xxx. Questions about the awareness training and/or our local rules and guidelines for IT security can be directed here

If you experience technical problems, you can contact CyberPilot's support directly at support@cyberpilot.io

Enjoy