

Small Business Cybersecurity Checklist



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Keep Information Safe:

- Use strong passwords for accounts and change them regularly.
- Keep backups of important data on secure devices or in the cloud.

Stay Safe Online:

- Use a strong Wi-Fi password and secure your network.
- Regularly update your computer and software to fix vulnerabilities.

Control Who Has Access:

- Limit access to sensitive systems and data to authorized personnel.
- Implement multi-factor authentication (MFA) for added security.

Be Careful with Email:

- Be cautious with unexpected emails or attachments.
- Avoid clicking on links from unknown senders.

Train Your Team:

- Educate employees about phishing, scams, and safe online practices.
- Encourage reporting of any suspicious activities or emails.

Be Ready for Problems:

- Develop an incident response plan to address cyber incidents.
- Establish contacts and steps for reporting and managing incidents.

Keep Computers Safe:

- Install reputable antivirus and anti-malware software.
- Regularly update and patch software to protect against known vulnerabilities.

Check People You Work With:

- Evaluate third-party partners' cybersecurity practices.
- Ensure they follow security protocols for shared data.

Keep Your Place Secure:

- Implement physical security measures, like locks and alarms.
- Secure sensitive information and devices when not in use.

Follow the Law:

- Adhere to data protection regulations relevant to your business.
- Maintain transparent privacy policies for customer data.

Check and Improve:

- Periodically assess your cybersecurity measures for effectiveness.
- Stay informed about new cyber threats and adapt your strategy.