Your Cyber Security Checklist ✅

The following actions can help small businesses reduce the risk of becoming a victim of cybercrime.

Complete the checklist below to flag up areas where your security measures may require attention.

SECTION 1: Protect
Offence is the best defence

YES NO

☐ ☐ Do you know how to identify business-critical data for backups

☐ ☐ Have you created automated backups and store them in secure, preferably offsite locations

☐ ☐ Do you store sensitive data in encrypted format

☐ ☐ Do you install firewalls to protect against attacks

☐ ☐ Do you update antivirus software and scan systems for malware

☐ ☐ Do you restrict access to sensitive data to authorised users only

☐ ☐ Do you enable two-factor authentication whenever possible

☐ ☐ Do you use secure communications protocols

☐ ☐ Do you use a Virtual Private Network (VPN)

☐ ☐ Have you enabled Single Sign on and SAML access on all compatible business apps (Reason: Single Sign on and SAML are recommended by Microsoft for higher security over multi password storage systems like Password Managers)

☐ ☐ Have you installed tracking software on all mobile devices accessing company data

☐ ☐ Do you use secure communications protocols

☐ ☐ Have you established access controls so employees can access only the information and systems required for their job role

SECTION 2: Train

Human error accounts for 90% of cyber incidents

YES NO

☐ ☐   Do you train staff on cybersecurity risks

☐ ☐   Has your business created a policy on strong passwords

☐ ☐   Does your business have a clear reporting process if staff suspect phishing

☐ ☐   Do you train staff on wi-fi hotspot vulnerabilities and using alternative options (e.g VPN/mobile network)

☐ ☐   Does your business test your policies with simulated exercises

SECTION 3: Detect

Threats are constantly changing, so review the landscape frequently

YES NO

☐ ☐   Do you regularly scan your network for vulnerabilities

☐ ☐   Do you patch applications as soon as updates are released

☐ ☐   Does your business keep a register of incidents to help you track and fix problems

☐ ☐   Has your business allocated a responsible owner for security risks

Somerbys IT provide proactive, fully-managed IT and security solutions and support to small and large sized organisations across Leicestershire.

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