Cyber Security Checklist for Small Business

Protect your Accounts:

Implement multi-factor authentication wherever possible.

Ensure each employee can access only what they need for their role.

Use a password manager to create and store secure passwords.

Limit the use of shared accounts in your business.

Educate and Prepare your Staff:

Provide ongoing, relevant, and engaging cyber security awareness training for your employees.

Develop a plan for cyber security emergencies.

Safeguard your Devices and Information:

Speak to an IT professional about ways to secure your network.

Enable automatic updates for your devices and software.

Create and implement a plan to regularly back up your critical information.

Set up security software to conduct routine scans on your devices.

Adjust devices to automatically lock after a short time of inactivity.

Understand the data your business holds and your obligations to protect it.