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# Small Business Cyber Security **CHECKLIST**

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# **BACKUPS ARE EXTREMELY IMPORTANT AND ARE A MUST-HAVE**

This is especially important in the case  
an attacker uses malware to lock you  
out of your computers.

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## LIMIT ACCESS TO THE INTERNET AS MUCH AS POSSIBLE

For example, do not allow employees  
to browse the web from your POS  
terminal.

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## EDUCATE YOUR EMPLOYEES ABOUT CYBER THREATS

If employees are not trained then the risk they will get infected increases dramatically.

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# **ENABLE MULTI-FACTOR AUTHENTICATION WHEREVER POSSIBLE**

This adds another layer of security in the event your password is stolen.

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## LOCK DOWN YOUR COMPUTERS

Make sure employees have limited permission, for example they should not have permissions to install apps.

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# GET A FIREWALL AND CONFIGURE IT PROPERLY

This will limit who can access your business from the outside and will control how data exits your business.

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**KNOW WHAT APPS AND  
COMPUTERS ARE  
INSTALLED AND ENSURE  
THEY ARE UPDATED AND  
PATCHED**

Unpatched computers and apps are  
open doors for cyber criminals.

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## SETUP COMPLEX PASSWORD POLICIES

Make sure employees use complex password and do not access computers with Admin accounts or share passwords.

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## HAVE CLEAR TERMINATION POLICIES

Make sure terminated employees don't have access to business systems and emails anymore.

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# CHECK FOR VULNERABILITIES THAT MAY ALLOW ATTACKERS IN

Attackers are also using vulnerability scanning on your network to try to get in, so you better be ahead of them.

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# INSTALL ANTI-VIRUS ON ALL COMPUTERS AND DEVICES

This will stop known viruses from  
infecting your network

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## SETUP AN EMAIL SECURITY GATEWAY

This will check incoming emails for viruses, malware, spam, and other types of attacks before the email arrives to your inbox.

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## SETUP A VIRTUAL PRIVATE NETWORK

This will ensure that if anyone connects to your network they will not be able to see the data you are sending over the network.

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# FINALLY

Don't do it yourself, hire someone.

Not every business is the same, so  
identify any risks that can cause harm  
to your business.

Have a plan for what to do if your  
business does get hacked.

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# **“Security Awareness Simply Explained”**

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