

Cybersecurity for Small Businesses

Objective: To inform organizations of measures they can take to increase the security of their data, computer, and network systems

The advancement of information technology has made it easier than ever to run a small business, but your organization as well as your customers and their data may be at risk unless proper cybersecurity measures are in place.



Cybersecurity Best Practices

- **Conduct an initial audit** to determine potential exposures for your organization as well as to establish an action plan for identifying and implementing proper controls.
- **Establish written policies** detailing your organization's cybersecurity safeguards, including topics such as password protocols, guidelines for internet use, customer data control, and penalties for policy violations.
- **Keep hardware and software up-to-date** to decrease risk from the latest malware or other security threats.
- **Secure your internet connection**, including implementing a firewall and assuring that Wi-Fi signals are secure and encrypted.
- **Manage employee access** to the internet or customer data by creating separate, password-protected user IDs for all employees and only granting employees access to systems needed to perform their job.
- **Keep systems used for payments separate** from other potentially less secure systems.
- **Work with banks** to make sure that the payment systems and services in place are trusted and secure.
- **Make regular backups of vital data**, including internal documents and customer information.
- **Store data backups offsite**, either at a remote location or in the cloud.
- **Implement physical security measures**, such as keeping network equipment, servers, and other hardware in locked or restricted-access areas.
- **Secure mobile devices** by requiring password protection and installing trusted security and anti-fraud systems.
- **Require employees to change their passwords** at regular intervals, and consider implementing multi-factor authentication systems.

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Name: _____ Signature: _____

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