



Cyber Security Checklist

Take a look at our cyber security checklist, and tick off as many items as you can to ensure optimum data protection for your business:

- ☐ **Implement a password management software system.**
- ☐ **Install anti-spyware/malware and ensure it's completely up to date at all times.**
- ☐ **Back up your data regularly and store it offsite – securely!**
- ☐ **Consider your digital footprint and be wary of external sites in possession of your data/passwords/key information.**
- ☐ **Derive a disaster recovery plan.**
- ☐ **Address the issue of business continuity in the event of a breach.**
- ☐ **Disable dormant user accounts to prevent unauthorised access.**
- ☐ **Assess your social media policy – often the exchange of information on social media by internal staff is the first step towards a data breach or copyright infringement.**
- ☐ **Secure your corporate wireless networks.**
- ☐ **Understand the importance of securing portable devices – loss or theft of laptops, USB sticks, tablets and mobile phones can facilitate the easiest access to data.**
- ☐ **Review your insurance coverage and consider expanding scope for specialised cyber protection.**