

CYBER SECURITY CHECKLIST

Use the following checklist to evaluate the cyber safety of your business. Check the respective boxes of what has been covered.

Your Cyber Security Plan should include the following:

Must Have:

- ☐ Perform analysis of vulnerabilities and threats to business and customers
- ☐ Create a strong password policy for your network and data access
- ☐ Ensure multi-step verification for sensitive data access
- ☐ Set up an alert for users on every transaction, password change and unidentified login event
- ☐ Set up a periodic backup for your data
- ☐ Create a layered security plan for access to data
- ☐ Provide cyber security training for employees
- ☐ Minimize and safeguard printed materials which have sensitive information
- ☐ Monitor use of USB/Flash Drives
- ☐ Optimal security configuration of ICT Assets and Devices
- ☐ Keep your security system updated
- ☐ Ensure all devices are wiped clean prior to disposal
- ☐ Set reporting procedures for lost or stolen ICT equipment

Good to Have:

- ☐ Encrypt sensitive company data on company network, systems and devices
- ☐ Set up spam filters to ensure e-mail security
- ☐ Train employees on dealing with third parties
- ☐ Train your employees on physical facility security
- ☐ Buy Cyber Insurance
- ☐ Safe web browsing/social media usage rules for employees
- ☐ Subscribe to data security news alerts and online forums
- ☐ Attend and get involve in various cyber security events and workshops