CyberWardens.

Cyber Security Action Plan

43% of cyber crime targets small business.

Luckily, there are simple steps you can take as a small business to help protect your business against cyber threats.

1 Defend against digital break-ins with up-to-date software

When your software is not up-to-date, it leaves a crack in the system for cyber criminals to slip through.

- [ ] I have made a list of devices and systems to set to automatically update

Things to remember: ✓Computers ✓Mobiles and tablets ✓Wearables (like a watch) ✓Payment devices ✓Your website ✓Browsers plug-ins ✓Internet enabled devices

- [ ] Automatic updates have been turned on for each device

Pro tip: Shut down and restart your device regularly to ensure auto-updates are applied.

- [ ] BONUS: I have deleted and uninstalled old software

2 Set a virtual security alarm with multi-factor authentication (MFA)

MFA adds another roadblock for hackers trying to force entry into your business.

- [ ] My company email account is **MFA PROTECTED**
- [ ] My financial services accounts are **MFA PROTECTED**

Things to remember: ✓Banking ✓Accounting ✓Invoicing ✓Share portfolio ✓Payroll ✓All financial products and systems

- [ ] Any accounts storing my payment or credit card details are **MFA PROTECTED**

Things to remember: ✓PayPal ✓Amazon ✓Web browser ✓Online retailers

- [ ] Any accounts storing important business files are **MFA PROTECTED**

Things to remember: ✓Cloud drives ✓Company and personal social media ✓Your website login ✓Company databases

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3 Password like a pro!

MFA works best with long, strong and unique passwords and even better, passphrases.

- [ ] I've upgraded from passwords to passphrases

Pro tip: Good passphrases are long, memorable, and unpredictable. Try a string of four or five random words – easier to remember and harder to hack.

- [ ] Each passphrase for every account is unique (no double ups and no shared passwords)

- [ ] I am using a password manager to safely store my passwords

Pro tip: Be cyber-wise and ensure your password manager is protected with a strong passphrase and MFA.

4 Bounce back with backups

In the event of an attack, backups allow you to recover and keep your business trading.

- [ ] I've got secure backups for my business' important info

- [ ] I've set up cloud-based backups

Pro tip: Ensure your cloud provider settings are configured properly for top security!

- [ ] I've added another layer – I've got a portable drive backup as well

Pro tip: Run two backups and keep one in a separate location – rotate these regularly.

Protect your small business with free and simple cyber security training

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