Cybersecurity Checklist

GENERAL

- ○ SCHEDULE REGULAR DATA BACKUPS TO THE CLOUD AND OFFLINE STORAGE
- ○ SET UP/REVIEW YOUR CYBER INCIDENT PLAN

ACCOUNTS & PASSWORDS

- ○ ENABLE TWO-FACTOR AUTHENTICATION (2FA) ON IMPORTANT ACCOUNTS
- ○ USE STRONG, UNIQUE PASSWORDS FOR ALL ACCOUNTS
- ○ CONSIDER USING A PASSWORD MANAGER

STAFF TRAINING

- ○ EDUCATE EMPLOYEES ON CYBERSECURITY BEST PRACTICES
- ○ CONDUCT REGULAR SECURITY AWARENESS SESSIONS
- ○ CREATE A BRING YOUR OWN DEVICE (BYOD) POLICY IF NEEDED
- ○ TRAIN EMPLOYEES TO SPOT PHISHING EMAILS

DEVICES

- ○ KEEP YOUR OS, APPS, AND FIRMWARE UPDATED
- ○ USE A VPN ON PUBLIC WI-FI NETWORKS
- ○ ENABLE FIREWALLS AND ANTIVIRUS SOFTWARE
- ○ DISABLE BLUETOOTH AND WI-FI AUTO-CONNECT ON MOBILE DEVICES

SOCIAL MEDIA

- ○ REVIEW PRIVACY SETTINGS ON ALL SOCIAL MEDIA PROFILES
- ○ ENSURE STAFF FOLLOW YOUR SOCIAL MEDIA POLICY

BROWSING

- ○ REGULARLY UPDATE BROWSERS
- ○ REMOVE OR DISABLE UNUSED EXTENSIONS
- ○ ALWAYS CHECK WEBSITE URLS AND TRUST LEVELS BEFORE PROVIDING SENSITIVE INFORMATION

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