

Help safeguard your business from cyber attacks

Essential checklist

You can make it more difficult for cyber criminals and significantly reduce the damage caused by an attack, if you take a few basic steps. Here's how you can build a strong starting point for a more secure environment.



1. Implement password management guidelines and tools for your employees

- Teach your employees how to create more complex passwords while stressing the risk of using simple and/or repeated passwords
- If you have the budget, find a password-management application that can create and monitor your staff's passwords
- Add Multi-factor authentication (MFA), which is a simple and very effective way to add an extra layer of security beyond just a password

2. Create a software update strategy

- Take inventory of all the tools and digital environments where your staff creates, stores and accesses your proprietary data
- Create a process – or assign responsibility to one or more employees – to monitor vendors' notices about new patches, necessary system updates or security warnings

3. Have a secure data backup and recovery solution

- Implement a backup strategy to an offsite environment to prevent data loss

4. Train your employees on cybersecurity and update their training often

- Create mandatory training to teach your employees about the most common [phishing tactics](#) and the important role everyone plays in keeping the company secure
- Build a culture of security awareness to help employees detect and distrust unknown networks so they can avoid and report them
- Teach how to connect securely through a virtual private network (VPN)
- Train your employees to create complex, difficult-to-guess passwords for all work-related apps, systems and devices

5. Take cybersecurity off your to-do list

- Partner with a managed service provider that can help develop an defence-in-depth (DiD) strategy, so you can prioritize growing your small business

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