CYBERAWARE SOLUTIONS

Cybersecurity Checklist

Take time to understand how to keep your data and devices safe. Just a few basic changes can put you in a much better position and let you get on with your business.

Physical Security | Digital Security | Policies, Procedures and Training | Password Security

	Physical Security
☐	Ensure any personal, financial or sensitive documents are stored in locked cabinets.
☐	Ensure portable computing devices have a physical lock to secure them.
☐	Destroy documents in a secure way via a shredder or authorised company.
☐	Take all your documents from the printer and tidy away documents from your desk.

	Digital Security
☐	Ensure only the required people have access to folders with sensitive data.
☐	Use encryption when storing or sharing data that contains sensitive information.
☐	Set a password or pin code on all devices and lock your computer / phone when left unattended.
☐	Set up 2 Factor Authentication on accounts with important information.
☐	Dispose of any computing equipment, including mobiles in a secure way.

	Policies, Procedures and Training
☐	Train employees on document management and data protection.
☐	Have rules regarding document retention, storage and disposal.
☐	Ensure employees have regular security awareness training.

	Password Security
☐	**Don't** use a predictable password like 123456 or qwerty123.
☐	**Don't** use a social login, you're handing the keys to someone else!
☐	**Do** use a long passphrase, mixing 3 unrelated words, every character counts.
☐	**Do** use a unique password for each account, but especially important ones.
☐	**Do** use a password manager to help you create and save your accounts.

Remember, never give your password when it's solicited by email, it's probably a phishing scam.