



# Cybersecurity Practices for Every Small Business

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## Use Secure Devices

- Turn on automatic updates
- Encrypt Storage
- Use malware protection
- Turn on computer firewall
- Use screen timeouts

## Secure Your Connectivity

- Use a firewall
- Secure wireless access
- Secure remote access
- Use a VPN from a home/ hotel/ public WiFi

## Secure Your Email

- Use Office 365 or G Suite security features
- Protect from spam and phish
- Use SPF, DKIM and DMARC
- Send secure email

## Use Strong Authentication

- Long passwords (>15 chars)
- Use a Password Manager
- Use two-factor authentication when possible
- Recognize anomalies

## Control Access

- Give only necessary rights
- Control admin privileges
- Know permissions for EVERY application and system
- Periodically review access

## Train Your Workforce

- Acceptable Use Policy
- Phishing education
- Reporting potential incidents
- Short, periodic reminders

## Be Ready for the Worst

- Perform backups regularly
- Have contingency plans
- Have incident response plan
- Educate users on plans
- Practice plans

## Monitor Compliance

- Grasp security obligations
- Grasp privacy obligations
- Know reporting requirements
- If you accept credit cards, see the PCI Guide to Safe Payments