

Cybersecurity Checklist

Please note, this is intended to be a resource when reviewing your cybersecurity protocols; however, this is not an extensive list and is merely a place to start.

- Enable multi-factor authentication on all accounts
- Use a password manager for all employees
- Schedule automatic software updates
- Secure Wi-Fi with strong encryption and password
- Conduct monthly phishing awareness training
- Back up data to the cloud daily
- Install antivirus and endpoint protection on all devices
- Create and share a simple incident response plan
- Restrict access to sensitive data
- Use VPN for remote access
- Review cybersecurity practices quarterly
- Monitor device logs and alerts weekly
- Encrypt sensitive customer data
- Avoid using public Wi-Fi for business tasks
- Require screen locks and remote wipe on mobile devices
- Limit third-party app access to business data
- Document and report any security incidents
- Update cybersecurity policy annually
- Test data recovery procedures monthly
- Assign a staff member to oversee cybersecurity tasks