

BUSINESS CYBERSECURITY CHECKLIST

Addressing the Top 5 Cyber Risks

As companies continue to rely heavily on technology to run their businesses, it's critical to protect against the most common types of cyberattacks. Use this checklist to assess how vulnerable your organization may be and to develop a strategy moving forward.



1: Email — Email is the number one access point for cyber criminals. Educate employees on how to identify potential phishing scams.

- ☐ Never open unexpected email attachments or click on suspicious links
- ☐ Be suspicious of poor grammar, spelling errors and impersonal messages
- ☐ Use Multi-Factor Authentication (MFA) to verify a user's identity
- ☐ Don't be swayed by threats, a sense of urgency or a tone of desperation
- ☐ Don't click on links requesting to update your account information

PHISHING ATTACKS INCREASED 36% IN 1 year alone (2019 Webroot Threat Report)



2: Software & Hardware — Outdated software and equipment can expose security loopholes for hackers if not addressed in a timely manner. The following measures can proactively address ransomware and social engineering threats.

- ☐ Install and monitor appropriate firewalls
- ☐ Perform software and hardware updates when prompted by the manufacturer
- ☐ Implement advanced endpoint protection and proactive security risk scoring to identify vulnerabilities before they are exploited
- ☐ Use only vetted and authorized file sharing programs and applications
- ☐ Create a Virtual Private Network (VPN) to secure connections to other networks
- ☐ Install and maintain antivirus software
- ☐ Put policies in place for employees who use personal devices for work
- ☐ Only allow authorized users to have access to networks
- ☐ Upgrade computers approximately every 3-4 years
- ☐ Implement advanced threat protection and remote 24/7 monitoring to address emerging threats

60% OF SMALL BUSINESSES are forced to close their doors within 6 months of a successful cyberattack (National Cyber Security Alliance)



3: Passwords — Strong passwords are the first line of defense in an effective cybersecurity strategy. Follow these best practices.

- ☐ Make passwords at least 8–12 characters long — the longer the better
- ☐ Use a passphrase that combines multiple, random words
- ☐ Avoid the use of common words (e.g., password, 1234, etc.)
- ☐ Use different passwords for each account
- ☐ Include a combination of symbols, numbers and uppercase and lowercase letters
- ☐ Use a password manager that can create, store and manage unique passwords
- ☐ Set up a consistent schedule to change passwords periodically



4: Printers & Copiers — Often overlooked, printers and copiers that are connected to a network can pose considerable risks if the following protocols aren't in place.

- ☐ Protect printers as part of your network with firewalls and security protocols
- ☐ Encrypt data that is sent to printers
- ☐ Change default passwords and enable password protection
- ☐ Routinely check for and install necessary security patches and updates
- ☐ Require authentication for access to device settings
- ☐ Implement PIN access or swipe-to-print retrieval protocols
- ☐ Wipe or remove the hard drive from any devices that are being replaced



5: Disaster Recovery — Even the most diligent security efforts are never 100% guaranteed to protect against cyber threats, so always have a backup plan in place.

- ☐ Implement cloud-based backup to replace outdated tape backup systems
- ☐ Outline a detailed cybersecurity incident response plan with clearly defined processes in the event of a data breach
- ☐ Clearly define roles and responsibilities for employees in the event of an attack
- ☐ Test your backup system regularly to ensure it works like it should

Being proactive is the best measure of protection against hackers. Many businesses simply don't have the staff or resources to stay on top of all there is to do. If that sounds like your organization, contact [Gordon Flesch Company](#) to assess your security protocols and recommend a tailored Managed IT security solution.

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