DATAMANGO

CYBER SECURITY FUNDAMENTALS CHECKLIST

SOFTWARE

- ☐ Enable automatic updates for systems and software to run at times which minimise intrusion on employees' workflow.

- ☐ Keep regular backups which are separate and not connected to your systems, with regular restoration tests.

- ☐ Use multi-factor authentication (MFA) whenever possible.

PEOPLE

- ☐ Use access control to allow only specified users on to your systems.

- ☐ Only allow administrator access when vital for business function.

- ☐ Never share passwords—each user should have a different login.

- ☐ When people leave the business, remove their user access.

- ☐ Only allow long, unique and complex passwords.

- ☐ Implement regularly updated cyber security training for all staff.

- ☐ Check staff awareness of cyber security threats and promote discussions.

- ☐ Create a response plan for cyber security incidents.

- ☐ Verify emails containing money requests, account changes, attachments, or login confirmations

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