**Objective:** To inform organizations of measures they can take to increase the security of their data, computer, and network systems

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The advancement of information technology has made it easier than ever to run a small business, but your organization as well as your customers and their data may be at risk unless proper cybersecurity measures are in place.

**Cybersecurity Best Practices**

* **Conduct an initial audit** to determine potential exposures for your organization as well as to establish an action plan for identifying and implementing proper controls.
* **Establish written policies** detailing your organization’s cybersecurity safeguards, including topics such as password protocols, guidelines for internet use, customer data control, and penalties for policy violations.
* **Keep hardware and software up-to-date** to decrease risk from the latest malware or other security threats.
* **Secure your internet connection,** including implementing a firewall and assuring that Wi-Fi signals are secure and encrypted.
* **Manage employee access** to the internet or customer data by creating separate, password-protected user IDs for all employees and only granting employees access to systems needed to perform their job.
* **Keep systems used for payments separate** from other potentially less secure systems.
* **Work with banks** to make sure that the payment systems and services in place are trusted and secure.
* **Make regular backups of vital data**, including internal documents and customer information.
* **Store data backups offsite,** either at a remote location or in the cloud.
* **Implement physical security measures,** such as keeping network equipment, servers, and other hardware in locked or restricted-access areas.
* **Secure mobile devices** by requiring password protection and installing trusted security and anti-fraud systems.
* **Require employees to change their passwords** at regular intervals, and consider implementing multi-factor authentication systems.

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

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