

## TEN TIPS FOR CYBER MINDFULNESS AND DATA SECURITY (EVEN ON A LIMITED BUDGET)

1. **Password protocols and two factor authentication**
  - a. Passwords should be (at least) 10 characters
  - b. Changed quarterly
  - c. Kept in a secure location
  - d. Change default passwords
  - e. Two factor authentication can be established with minimal (or no) cost
2. **Patch early, patch often: All computers and other devices should be updated regularly**
3. **Bank online through one, isolated computer that is not used for any other purpose, and which is not connected to the business' local area network**
4. **Train your personnel on cyber mindfulness**
  - a. More than one-third of ransomware attacks are launched via a phishing email
  - b. Verify from a known source – pick up the telephone!
  - c. If you see something, say something...
5. **Least rights – for small organizations, everyone wears multiple hats... but for sensitive information, minimize who has access to the crown jewels**
6. **Back up your data**
7. **Encrypt your data**
8. **Secure your physical environment**
9. **Due diligence: read your contracts, your privacy policies and understand your legal obligations**
10. **Have a plan!**
  - a. The day you discover you have had an incident is not the day to figure out "now what"?
  - b. PTA calling tree
  - c. Do NOT store the plan on the computer!