

## — DATA SECURITY



With more and more transactions occurring online, data security is an ever increasing issue for small businesses and individuals alike.

Staying alert to the recent Cyber threats is important for business to assist in identifying potential threats.

According to Australian Government Resources ([business.gov.au](http://business.gov.au)) Some steps that could assist are:

1. Back Up your data (including testing to ensure backup and restore is functioning)
2. Secure your device and network. This may include firewalls and security software. Ensure spam filters are turned on and that your software is up to date.
3. Encrypt important information
4. Ensure you use Multi Factor Authentication (MFA)
5. Manage Passwords – Passwords should be long, complex, unpredictable and unique
6. Monitor use of computer equipment and systems - remind employees to be careful of where and how they use their devices, of the networks they connect to and in the use of USBs and portable hard drives
7. Put Policies in place to guide your staff

8. Train your staff to be safe online
9. Protect your customers
10. Consider Cyber security insurance
11. Get updates on latest risks
12. Get cyber security advice