

INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

5 ESSENTIAL CYBERSECURITY TIPS FOR SMALL & MEDIUM BUSINESSES

1

CREATE AN IT INFRASTRUCTURE INVENTORY

Start with a working list of components: Desktops, laptops, printers, cellphones, fax machines, operating system, office software.

2

CREATE AN INVENTORY OF YOUR IT ASSETS

IT assets are the data that you store or process on your IT infrastructure: Word Documents, Excel Spreadsheets, PowerPoint Presentations and PDFs.

3

QUARANTINE YOUR SENSITIVE DATA

Move sensitive data to a new, separate place. Make sure that it is protected by a password different than the one(s) you use to secure your non-sensitive data.

If possible, encrypt your data using multi-factor authentication.

4

LIST YOUR INFO SECURITY ACTIVITIES

What is your corporate chain of command? Do you lock your facility? Password-protect your computer, and particularly sensitive folders and files.

5

MAKE YOUR EMPLOYEES AWARE

Establish protocols in an employee manual, including processes. Offer a training session to make sure staff understands procedures.

6

ASK THE EXPERTS

You have accounted for all your information systems. Now talk to a Cybersecurity advisor to discuss strategies for data storage and vigilance. Contact us at info@humantouchllc.com to take control of your data security.

