

# CYBER SECURITY TOP 10 TIPS & BEST PRACTICES



**Train employees in security principles** — Set security policies requiring strong passwords and appropriate Internet use, with clear penalties for violations. Define rules for handling and protecting customer information and vital data.



**Protect information, computers, and networks from cyberattacks** — Keep devices secure by updating security software, web browsers, and operating systems regularly.



**Provide firewall security for your Internet connection** — Enable the operating system's firewall or install free software. Ensure remote workers use firewalls on their home systems.



**Create a mobile device action plan** — Require password protection, data encryption, and security apps to prevent breaches on public networks. Establish procedures for reporting lost or stolen devices.



**Make backup copies of important business data and information** — Regularly back up critical data, including documents, spreadsheets, databases, and financial files.



**Control access to devices and create user accounts for each employee** — Restrict business computer access to authorized users only. Secure unattended laptops to prevent theft. Assign separate accounts with strong passwords to employees, granting admin privileges only to trusted IT staff and key personnel.



**Secure your Wi-Fi networks** — Secure your workplace Wi-Fi by encrypting it, hiding the network name (SSID), and password-protecting the router.



**Employ best practices on payment cards** — Ensure secure, validated tools and anti-fraud services with your bank or processor.



**Limit employee access to data/info, limit authority to install software** — Limit employee access to only the data systems needed for their roles. Restrict software installations without permission. Avoid granting any single employee access to all systems.



**Passwords and authentication** — Require employees to use unique, frequently updated passwords, and implement multi-factor authentication.

## Questions about safety?

Call McNeil & Co. Risk Management: 1-800-822-3747

For video safety tips, E-Learning online training and other resources visit: [mcneilandcompany.com/risk-management](http://mcneilandcompany.com/risk-management)



**McNeil & Co.**®