

# Cyber Security Checklist

Our Safety Net IT experts have made the ultimate Cyber Security Checklist for individuals or businesses. You can use this checklist in two ways:

**OPTION 1** Check boxes for YES answers, and calculate your points. The best score is 400. A score below 380, or several missing check marks, indicates the need for improved security.

**OPTION 2** Use this assessment as a general guide for your staff and your IT team/provider. Don't worry about the points – just get protected!

## Overarching Best Practices

- ☐ Do you have a well-documented policy for all of the following? Acceptable Use, Internet Access, Remote Access & BYOD (Bring Your Own Device), Email & Communications, Disaster Recovery, Encryption & Privacy (10 points per item)
- ☐ Do you use modern, valid, and up-to-date software for all purposes and regularly apply security patches? (70 points)
- ☐ Do you hold regular employee training that covers the latest in data security? (70 points)

## User Security (10 POINTS PER ITEM)

- ☐ Do you require regularly updated, complex employee passwords?
- ☐ Do you regularly audit and disable outdated accounts?
- ☐ Do you avoid shared accounts and passwords?
- ☐ Do employees check that all websites are secure (https://) when sharing company information or passwords?

## Email Security (10 POINTS PER ITEM)

- ☐ Do you have an email security filtering solution? Filtering solutions protect against malicious emails you can't recognize.
- ☐ Does your email policy state that sensitive information won't be sent over email? e.g., passwords, banking info, and anything else most safely communicated over the phone

## Website Security (10 POINTS PER ITEM)

- ☐ Is your SSL certificate up to date?
- ☐ Do you use a secure web hosting company? They should isolate hosting accounts, maintain server logs, and back up your site regularly.

**YOUR TOTAL:**

## Network Security (10 POINTS PER ITEM)

- ☐ Do you use a commercial-grade firewall?
- ☐ Do you password-protect your router and make internal Wi-Fi accessible to employees only? (Configure guest networks separately.)
- ☐ Do you use VPN (virtual private network) technology for remote access to the office?
- ☐ Do work computers automatically lock the screen and require logging back in after a period of inactivity?
- ☐ Do you limit and log access to the physical locations or rooms containing network devices (such as switches) and any in-house servers?
- ☐ Do you store data securely in cloud software, using password best practices for accessing this data?

## Ask an IT Expert (10 POINTS PER ITEM)

- ☐ Are your firewalls running the most current firmware, considered next generation hardware, and covered by manufacturer warranty or manufacturer-contracted support?
- ☐ Do you regularly scan your network for vulnerabilities? e.g., viruses, malware, and unauthorized devices
- ☐ Do you store passwords as encrypted values?
- ☐ Do you perform regular backups of data and configurations, as well as test restore?

**How did you check out?** To find out more about cyber security and all things IT, visit the Safety Net blog at [safenet-inc.com/resources/blog/](https://safenet-inc.com/resources/blog/).

If your business is in the Farmington Hills/Detroit or Traverse City, MI, areas, your local Safety Net can provide managed IT services and security as a service for a healthy IT environment. Contact us today! Traverse City, [231.944.1100](tel:231.944.1100) or Farmington Hills, [248.286.1166](tel:248.286.1166).