



Cybersecurity Checklist for Small Businesses

1. Secure Your Devices

- **Do you have antivirus and anti-malware software installed on all devices?**
 Yes No
 - Is it up to date? Yes No
 - Do you run regular scans? Yes No
- **Do you use strong, unique passwords for all accounts and devices?**
 Yes No
 - Do you use a password manager? Yes No
- **Have you enabled two-factor authentication (2FA) wherever possible?**
 Yes No
- **Do you keep all software updated (operating system, applications, browsers)?** Yes No
- **Is your Wi-Fi network secured with a strong password and encryption (WPA2 or WPA3)?** Yes No
 - Do you have a separate guest network for visitors? Yes No
- **Do you train employees to be careful with email attachments and links from unknown senders?** Yes No
 - Are they aware of phishing scams? Yes No

2. Protect Your Data

- **Do you back up your data regularly?** Yes No
 - Are backups stored offsite or in the cloud? Yes No
- **Do you encrypt sensitive data (customer information, financial records, etc.)?** Yes No
- **Do you control access to sensitive data, limiting it to only those who need it?** Yes No
- **Do you dispose of data securely (shredding or erasing data on old devices)?**
 Yes No

3. Train Your Employees

- **Do you educate employees about cybersecurity threats (phishing, malware, etc.)?** Yes No
- **Do you have clear, written security policies (password management, device usage, data handling)?** Yes No



- **Do you conduct regular security awareness training for employees?**
 Yes No

4. Secure Your Website and Online Presence

- **Do you use a secure web host with features like firewalls and intrusion detection?** Yes No
- **Do you keep your website software updated (CMS, plugins, etc.)?**
 Yes No
- **Does your website use HTTPS to encrypt data?** Yes No
- **Do you monitor your website for vulnerabilities using security scanners?**
 Yes No

5. Have a Response Plan

- **Do you have a written incident response plan in case of a cyberattack?**
 Yes No
- **Have you identified key personnel responsible for handling security incidents?** Yes No
- **Have you established communication channels for incidents (employees, customers, stakeholders)?** Yes No
- **Do you practice your response plan with regular drills?** Yes No

6. Consider Cybersecurity Insurance

- **Have you evaluated your business's risk and the potential financial impact of a cyberattack?** Yes No
- **Have you obtained quotes from multiple cybersecurity insurance providers?**
 Yes No
- **Do you understand the limitations and coverage of your cybersecurity insurance policy (if you have one)?** Yes No

7. Stay Informed

- **Do you stay up-to-date on the latest cybersecurity threats (blogs, news, alerts)?** Yes No
- **Have you consulted with cybersecurity experts to assess your risks and improve security?** Yes No