

As a small business owner you have a lot on your plate and many hats to wear. Technology is intended to help run your business, not slow you down with problems! Here are basic steps to make sure you have your IT – your computers, servers and network - under control so they increase your productivity, not slow you down!

I. Strategy and Human Resources Policies

Do you have a policy on Internet use, password guidelines and security practices?

Do you have confidentiality agreements for contractors and vendors?

Does your company have a privacy policy?



II. Data Backup

For critical data (this is anything needed in day-to-day operations, including customer information), do you centralize it on a server and back it up nightly locally and to a remote location?

Do you regularly verify backups 100% completion and periodically test random restores ?

III. Desktop Security

Do all computers have working and updated anti-virus software?

Do you have a security policy for downloading and installing new software?

Do you have passwords with a minimum of eight alphanumeric characters that are changed every 90 days?

IV. Internet and Network Security

Do you have a firewall and intrusion detection on all web connections?

Do you use a virtual private network for remote access?

Are all network devices, computers and servers updated on a consistent basis?

Are all modem and wireless access connections known and secured?

Does your network comply with appropriate regulations (PCI, HIPAA, etc)?

V. Privacy and Sensitive Information

Is customer financial information encrypted and accessible only to those who need it?

Are network configuration, software and user/passwords documented?

VI. Audit

Do you preform a periodic audit (every six months at least) of your IT security checklist?



➤ **If you would like to check if your technology system is up to date, secure and on its highest productivity level, please give us a call for a free assessment – (407) 647-3430!**