CyberWardens.
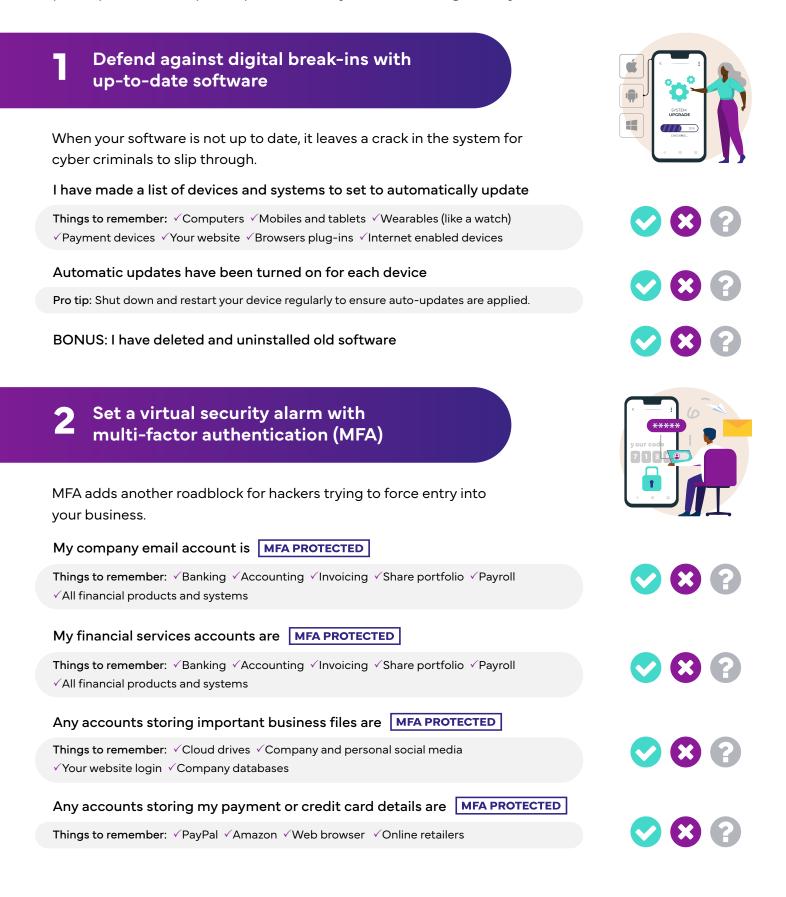
Cyber Security Action Plan

As a trained **Cyber Warden**, now is the time to review your training and ensure you've put in place the simple steps to defend your business against cyber criminals.

1 Defend against digital break-ins with up-to-date software

When your software is not up to date, it leaves a crack in the system for cyber criminals to slip through.

I have made a list of devices and systems to set to automatically update

Things to remember: ✓Computers ✓Mobiles and tablets ✓Wearables (like a watch) ✓Payment devices ✓Your website ✓Browsers plug-ins ✓Internet enabled devices

Automatic updates have been turned on for each device

Pro tip: Shut down and restart your device regularly to ensure auto-updates are applied.

BONUS: I have deleted and uninstalled old software

2 Set a virtual security alarm with multi-factor authentication (MFA)

MFA adds another roadblock for hackers trying to force entry into your business.

My company email account is `MFA PROTECTED`

Things to remember: ✓Banking ✓Accounting ✓Invoicing ✓Share portfolio ✓Payroll ✓All financial products and systems

My financial services accounts are `MFA PROTECTED`

Things to remember: ✓Banking ✓Accounting ✓Invoicing ✓Share portfolio ✓Payroll ✓All financial products and systems

Any accounts storing important business files are `MFA PROTECTED`

Things to remember: ✓Cloud drives ✓Company and personal social media ✓Your website login ✓Company databases

Any accounts storing my payment or credit card details are `MFA PROTECTED`

Things to remember: ✓PayPal ✓Amazon ✓Web browser ✓Online retailers

3 Password like a pro!

MFA works best with strong, safe and unique passwords or even better - passphrases.

I've upgraded from passwords to passphrases

Pro tip: Good passphrases are long, memorable, and unpredictable. Try a string of four or five random words – easier to remember and harder to hack.

Each passphrase for every account is unique (no double ups and no shared passwords)

I am using a password manager to safely store my passwords

Pro tip: Be cyber-wise and ensure your password manager is protected with a strong passphrase and MFA.

4 Bounce back with backups

In the event of an attack, backups allow you to recover and keep your business trading.

I've got secure backups for my business' important info

I've set up cloud-based backups

Pro tip: Ensure your cloud provider settings are configured properly for top security!

I've added another layer – I've got a portable drive backup as well

Pro tip: Run two backups and keep one in a separate location – rotate these regularly.

Make cyber safety a team sport and enrol your staff into Cyber Wardens for free.

Being cyber wise is everyone's business. You can give your team the skills they need to help you defend against digital break-ins by setting aside just 45 minutes.

www.cyberwardens.com.au

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