

A cyber hygiene checklist any business can use:



You don't have to wait before harnessing the role of people power in protecting your business – you can do it right away by adopting our free cyber hygiene checklist below. You can print a few and keep them posted around your premises, and check in regularly to make sure everyone's on board. You can build also build the checklist into your human resources policies as a clear statement of the expectations and requirements your business has of everyone you employ.

Shut down my computer if I'm away from my desk	✓
Cover up my webcam when I'm not using it	✓
Don't download attachments or click on links unless you trust the sender	✓
Only open emails from people you know and trust	✓
Follow the password rules: <ul style="list-style-type: none">○ At least 8 characters○ Mix numbers, letters (upper and lower case) and symbols○ No sequences, words, or repetition	✓
Change passwords regularly	✓
Use a different password for each account	✓
Use two-factor authentication wherever available	✓
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If a password is stolen (or the account otherwise hacked), change it immediately and contact the relevant service	✓
Only use apps or online services (including social media) that have been approved by the company	✓
Don't use personal devices for business purposes unless approved in advance	✓
Use a PIN, touch or face ID to protect phones and tablets	✓
Never share your password with anyone else	✓