

Basic Data & Security Checklist

The security basics most small businesses overlook. This is a starting point, not a substitute for a full security review.

Access & Passwords

- ☐ Unique passwords used for every business account
- ☐ Two-factor authentication enabled on email, banking, and admin accounts
- ☐ A password manager in use, not a spreadsheet
- ☐ Former employees' access removed promptly

Data Handling

- ☐ Regular backups running, and actually tested
- ☐ Sensitive data not stored in unsecured shared drives
- ☐ Clear policy on what data gets collected and why

Website Basics

- ☐ HTTPS/SSL active on the website
- ☐ Contact and lead forms have spam protection
- ☐ Software, plugins, and CMS kept up to date

Team Awareness

- ☐ Employees know how to recognize a phishing attempt
- ☐ Clear process for reporting something suspicious
- ☐ New hires get basic security expectations during onboarding