# Cyber security checklist

Cloud storage services must be set up securely.

Assess what kind of information you're storing and who needs to have access to it, then follow our checklist to protect the information.

## Checklist:

- Speak with your IT provider, IT manager or cloud service provider to confirm what security controls are in place with your service. Ensure they are appropriate for the kind of data you are storing.
- Ask if the stored data is encrypted when it is being used and stored so that it can't be read outside the business' systems.
- Ask if the service is monitored to provide early notification of anything suspicious.
- Make sure you have antivirus/antimalware software running on all of your devices.
- Ensure your data storage accounts are secured with multifactor authentication.
- Ensure all systems and devices are installed with the latest updates and patches.
- Ensure you have a process to routinely delete data once it is no longer needed (such as every 12 months)

Remember, it's your responsibility to protect the personal information of your staff and customers.

**Find out more** - Protecting Customers' Personal Information or Small Business Cyber Security Guide.