

Small Business Security Checklist

Tick what you already do. Anything left blank is a good place to start.

Accounts & access

- ☐ Multi-factor authentication on email, banking, and admin accounts
- ☐ A password manager used by everyone, no reused passwords
- ☐ Each person has their own login, no shared accounts
- ☐ Access removed the same day someone leaves
- ☐ Admin rights limited to those who need them

Computers & devices

- ☐ Operating systems and apps updated automatically
- ☐ Antivirus / endpoint protection on every computer
- ☐ Laptops and phones encrypted and lockable remotely
- ☐ Screens lock after a few minutes of inactivity
- ☐ List of all devices and who uses them

Network & Wi-Fi

- ☐ Firewall in place and its software kept current
- ☐ Default router and device passwords changed
- ☐ Separate guest Wi-Fi from your business network
- ☐ Remote access done through a secure VPN or trusted tool
- ☐ Strong Wi-Fi encryption (WPA2 or WPA3)

Email & phishing

- ☐ Spam and phishing filtering turned on
- ☐ Staff know how to spot and report suspicious messages
- ☐ A rule to confirm payment or bank-detail changes by phone
- ☐ Sensitive files shared by secure link, not plain attachments
- ☐ SPF, DKIM, and DMARC set up for your domain

Backups & recovery

- ☐ Important data backed up automatically every day
- ☐ One backup kept separate from your main network or cloud account
- ☐ A restore test done at least twice a year
- ☐ A written plan for who to call if something goes wrong
- ☐ Cyber or business insurance details on hand

People & policy

- ☐ Short security training for staff at least once a year
- ☐ A simple written acceptable-use and data-handling policy
- ☐ Client data stored only where it needs to be
- ☐ Old files and equipment disposed of securely
- ☐ Someone clearly owns IT and security decisions

How did you do? 0–10 checked: let's talk soon. 11–20: solid start, a few gaps. 21+: strong, keep it current.

ACSD Tech LLC
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General guidance for small businesses. Not legal advice or a guarantee of security. Requirements vary by industry.