FLUXLABS

CHECKLIST · FOR OWNERS

Small business security basics

The 12 things every business should have in place. Count how many you have.

1. **Backups every night, one copy off site**
   And someone has tested bringing one back in the last 3 months.
2. **Two-step sign-in on email**
   Plus banking, accounting and anything reachable from the internet.
3. **Updates install on their own**
   Computers, phones, and network equipment like the firewall and Wi-Fi.
4. **Protection on every computer**
   Antivirus that someone actually watches and responds to.
5. **A business firewall**
   Not just the box your internet provider left behind.
6. **Guest Wi-Fi kept separate**
   Visitors and personal phones never share the network your computers use.
7. **A password manager**
   A different password for every account, so one leak doesn't open the rest.
8. **Security training at least once a year**
   Plus practice scam emails so people learn safely.
9. **No one works as an admin day to day**
   Admin rights only when needed, so one bad click can't change everything.
10. **Email protection set up**
    A spam filter, and your domain's security records in place (our free email security check grades yours).
11. **Leavers are switched off the same day**
    Accounts disabled and shared passwords changed when someone leaves.
12. **A plan for a bad day**
    Who to call if you're hacked, and cyber insurance you've read.

How many did you tick? _____

12: great. **9 to 11:** close, fix the gaps this quarter. **8 or fewer:** let's talk. A free IT assessment shows you where to start.

Free from Flux Labs, IT support for local businesses.
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Take the free security quiz