Small Business Digital Spring Cleaning Checklist

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Consider de-cluttering your digital life this spring with these tips and resources from the National Cyber Security Alliance (NCSA) and the Better Business Bureau (BBB). Taking a few of these proactive steps can help safeguard you from cyber criminals.



Lock Down Your Login. One of the first things everyone needs to do is to ensure that passphrases for each account are lengthy, unique, and safely stored. Enable 2-factor authentication on all accounts that offer it.

Update Your Software. Don't postpone critical software updates. Having the most current security software, web browsers, and operating systems are some of the easiest ways to protect your data.

Back IT Up. Protect your data by making copies- or backups- of your most important files. Use the 3-2-1 rule to help guide you: 3 backup copies, 2 different media types, 1 offline and in a separate location.

Your Digital De-Clutter Checklist

The (DIGITAL) PURGE

- [ ] **Uninstall software and apps you are no longer using.**
- [ ] **Establish and communicate records retention guidelines** for your digital and physical records. Permanently and securely dispose of all old or unnecessary data.
- [ ] **Unsubscribe from newsletters, email alerts, and updates you no longer read.**
- [ ] **Securely dispose any old devices**, including: hard-drives, laptops, tablets, copy machines, fax machines, etc. Check to see if there is a BBB Secure Your ID Day or similar event in your area. Many "shred day" events include safe destruction of electronic equipment and files as well. How to dispose of devices securely. The Cybersecurity & Infrastructure Security Agency has specific tips for secure disposal of electronic devices.
- [ ] **Do a data assessment.** Analyze what data your business collects and stores. Assess whether you actually need that information for a legitimate business purpose. If you don't, safely dispose of the information and stop collecting it.

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CLEAN UP YOUR ONLINE PRESENCE

- [ ] **Own your online presence** by reviewing the privacy and security settings on accounts you use. You should do this for both business and personal accounts.
- [ ] **Control your role** by reviewing and limiting who has administrative access to your online accounts. Grant access only to individuals who need it to complete their assigned job responsibilities. Allocate access privileges based upon job duties, not job titles.
- [ ] **Clean up your social media presence** by deleting old or unnecessary photos and by deleting accounts no longer in use.

DUST OFF THE PLAN

- [ ] **Review and update your organization's cybersecurity strategy with a cross-functional team.** Take time each year to test your organization's readiness for a cyber incident or breach.

ADDITIONAL RESOURCES

- [ ] **NCSA's CyberSecure My Business Website:** https://staysafeonline.org/cybersecure-business/
- [ ] **BBB's 5-Steps to Better Business Cybersecurity:** BBB.org/cybersecurity

About NCSA: NCSA is the nation's leading nonprofit, public-private partnership promoting cybersecurity and privacy education and awareness. NCSA's core efforts include National Cyber Security Awareness Month (October); Data Privacy Day (Jan. 28); and CyberSecure My Business™.

About BBB: For more than 100 years, the Better Business Bureau has been helping people find businesses, brands, and charities they can trust. In 2018, people turned to BBB more than 173 million times for BBB Business Profiles on nearly 5.4 million businesses and Charity Reports on 11,000 charities, all available for free at BBB.org. The International Association of Better Business Bureaus is the umbrella organization for the local, independent BBBs in the United States, Canada, and Mexico.