Comprehensive checklist for
WORKPLACE CYBERSECURITY

- ☐ Conduct regular cybersecurity training and raise awareness about threats like phishing.

- ☐ Enforce strong password policies and implement multi-factor authentication (MFA).

- ☐ Ensure regular software updates and patch management for all systems.

- ☐ Use firewalls, monitor network traffic, and implement secure network configurations.

- ☐ Encrypt sensitive data in transit and at rest to prevent unauthorized access.

- ☐ Perform regular backups of critical data and verify their integrity.

- ☐ Enforce the principle of least privilege and regularly review access permissions.

- ☐ Establish secure mobile device policies including password protection and encryption.

- ☐ Implement email filtering and encourage cautious handling of attachments and links.

- ☐ Develop and maintain an incident response plan for security incidents.

- ☐ Ensure secure remote access protocols for off-site employees.

- ☐ Evaluate MSP security practices for effective asset protection.

- ☐ Implement physical security measures and access controls.

- ☐ Conduct regular security audits and assessments to identify vulnerabilities.

- ☐ Establish a clear process to revoke access for departing employees.