integro

# HOW TO REDUCE CYBER RISK

*4 Simple Steps*

## 1 DEAL WITH DATA

- Encrypt your data so only the other computer you're sending information to can decode the message
- Back up your data regularly and keep copies away from where you work
- Use filtering that controls access to data

## 2 SECURE SYSTEMS

- Update your operating systems, firewalls and antivirus software regularly
- Ensure all data systems have passwords and change them at least quarterly
- Use strong passwords (8 characters, numbers and symbols)
- Encrypt your wireless network
- Restrict software and set up administrative rights
- Remove or disable USB ports so that malicious data can't be downloaded
- Block access to restricted sites with Internet filters
- Assign user privileges wisely and on an individual basis
- Vet your service provider's security procedures
- Perform penetration testing
- Install data loss prevention and risk assessment software

## 3 EDUCATE EMPLOYEES

- Conduct user education and awareness training
- Discourage password sharing
- Make sure staff know what to do when an incident occurs

## 4 MANAGE, MONITOR & MAINTAIN

- Implement an effective governance structure
- Monitor traffic for unusual or malicious incoming and outgoing activity
- Maintain board engagement and produce appropriate information security policies. Put network security policies and procedures in place to include:
  - Malware protection procedures
  - Control of removable media usage
  - Monitoring of mobile and home working procedures
- Implement strict password policies