



Small Business Security Checklist

A comprehensive guide to protecting your organization's digital assets and maintaining robust security practices.

GETTING STARTED

Security Assessment Overview

Current State Analysis

Before implementing security measures, assess your organization's current security posture. Identify assets, evaluate existing protections, and document vulnerabilities that need immediate attention.

This baseline assessment will help prioritize resources and track improvement over time.

Priority Framework

Critical: Address immediately - high risk to operations

High: Complete within 30 days - significant exposure

Medium: Schedule within 90 days - moderate risk

Standard: Ongoing maintenance - best practices

Network Security Checklist

Firewall Configuration

- Enable and properly configure business-grade firewall
- Review and update firewall rules quarterly
- Block unnecessary incoming connections
- Monitor firewall logs for suspicious activity

WiFi Security

- Use WPA3 encryption (or WPA2 minimum)
- Change default router passwords immediately
- Create separate guest network for visitors
- Hide SSID broadcast when possible

Network Monitoring

- Implement intrusion detection system
- Regular network vulnerability scans
- Monitor bandwidth for unusual activity
- Document all network devices and connections

A blurred background image of a modern office interior with a laptop in the foreground. The laptop screen displays a large padlock icon, symbolizing security.

 HIGH PRIORITY

Device & Endpoint Security

Operating Systems

- Enable automatic security updates
- Remove unsupported/outdated systems
- Use full disk encryption on all devices

Antivirus & Protection

- Install enterprise antivirus on all devices
- Schedule daily definition updates
- Enable real-time scanning

Mobile Devices

- Require device passcodes/biometrics
- Enable remote wipe capability
- Install mobile device management (MDM)

Data Protection Checklist

01

Implement 3-2-1 Backup Strategy

Three copies of data, two different media types, one offsite backup. Test restoration monthly.

02

Encrypt Sensitive Data

Use encryption for data at rest and in transit. Apply to customer records, financial data, and employee information.

03

Secure File Sharing

Use encrypted platforms for sharing. Avoid email attachments for sensitive documents. Set expiration dates on shared links.

04

Document Retention Policy

Define what to keep, how long, and when to securely delete. Comply with industry regulations.



Employee Security Checklist

Password Management

- Require strong, unique passwords (12+ characters)
- Implement multi-factor authentication (MFA) everywhere
- Use enterprise password manager
- Enforce 90-day password rotation for sensitive accounts

Security Training

- Conduct quarterly security awareness training
- Run monthly phishing simulation tests
- Create clear security policies document
- Provide incident reporting procedures

Access Controls

- Apply principle of least privilege
- Review user permissions quarterly
- Disable accounts immediately upon termination
- Monitor and log access to sensitive systems

Vendor & Monthly Review Tasks

Vendor Risk Management

1

- Review third-party security certifications
- Require data processing agreements
- Audit vendor access quarterly
- Maintain vendor contact list for incidents

2

Monthly Security Tasks

- Review security logs and alerts
- Test backup restoration process
- Update software and security patches
- Check for new security vulnerabilities

3

Quarterly Reviews

- Conduct comprehensive security audit
- Update incident response plan
- Review and update access permissions
- Test disaster recovery procedures

4

Annual Assessment

- Third-party penetration testing
- Full security policy review
- Insurance coverage evaluation
- Compliance audit and documentation

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