

# The IT Security Guide FOUNDATION<sup>®</sup> Hosted

With cyberattacks on the rise, it's more important than ever to protect your business, clients and contractors. Use our datasheet to make sure you're taking steps to keep your sensitive data secure.

## The beginners guide for basic IT Security:

### Have strong passwords

- Key aspects of a strong password: length, mix of upper and lower letters, numbers and symbols – for example, a1B!c2D@e3F#
- Use a password management solution – these programs will store long, unique passwords for online accounts

### Endpoint protection

- Implement this security application to protect business endpoints such as laptops, servers or anything that connects to the internet to stop users from running malicious programs

### Have backups of all key data and information to protect against ransomware

- Perform offsite backups at least once a year
- Test backups to validate you can recover your data in the event of an emergency
- Review backups to ensure the data you are backing up is relevant and add new sources of data as requirements change

### Set up Security awareness training

- Train employees on how to identify and report activity — see something say something mentality

### Good message hygiene

- Set up anti-spam and malware rules to block malicious emails
- Configure multilayered detection (multiple levels of security examination) to prevent various spam, malware and more
- Use email warning tags to raise awareness in identifying suspicious email

### Physical security

- Encrypt laptops for protection

Take your protection a step further by following recommendations and best practices from a security framework that works best for your business. Some examples include:

- NIST
- ISO 27001 and ISO27002
- NERC-Cip
- FISMA
- HIPAA
- PCI
- SOC2
- GDPR

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