

Business Cybersecurity Essentials



Address these items as a minimum to help secure your organization.

Use this checklist to better understand privacy concerns and the policies and procedures critical to maintaining a secure organization and a culture of cybersecurity. For more information, see our summaries on the following pages.

PRIVACY PROGRAM		
☐  01. Internal privacy and data policy	☐  02. Train employees on your privacy policy	☐  03. Internal policy for data retention and disposal
SECURITY PROGRAM		
☐  04. Security awareness training for employees and contractors	☐  05. Phishing awareness training	☐  06. Clean desk policy
☐  07. Visitor program	☐  08. Identify digital assets	☐  09. Multi-Factor Authentication (MFA)
TOOLS		
☐  10. Use Secure Networks	☐  11. Secure Wi-Fi / wireless networking	☐  12. Secure Email Gateway (SEG)
☐  13. System auditing	☐  14. Configure backup solution	☐  15. Test backup solution
☐  16. Domain Name System (DNS) and content filtering	☐  17. Endpoint Detection and Response (EDR)	☐  18. Security Incident and Event Management (SIEM)

SYSTEM HARDENING

☐  19. Clean up all unused programs on all systems	☐  20. Use group policies and active directory	☐  21. Secure Endpoing configurations
☐  22. Implement perimeter security	☐  23. Patch management plan	☐  24. Monitor and track behavior in cloud apps

VULNERABILITY AND RISK MANAGEMENT

☐  25. Define a vulnerability analysis and resolution strategy	☐  26. Vulnerability management program	☐  27. Information security policy
☐  28. AI usage policy	☐  29. Annual third-party risk assessment	☐  30. Vendor risk management

RESPONSE

☐  31. Incident response policy	☐  32. Incident response procedures	☐  33. Identify roles and responsibilities
☐  34. Business continuity and disaster recovery	☐  35. Incorporate lessons learned	☐  36. Trusted partners to manage and monitor
☐  37. Annual tabletop exercise	☐  38. Trusted partners to manage and monitor Security is a shared responsibility. As attacks have grown in number and sophistication, small businesses no longer have the resources to deal with security issues effectively. *In a recent study, 96% of smaller businesses found at least one aspect of investigating security alerts challenging. Businesses are turning to trusted partners to bring an enterprise-level skillset to their organization. Partnering with Marco will allow you to address these critical issues. <i>Source: Addressing the Cybersecurity Skills Shortage in SMBs, Sophos, 2024</i>	