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Small Business Information Security Checklist

- Keep Microsoft Updates installed current on desktops, laptops, and servers
- Use WPA2 encryption on wireless access points (definitely not WEP!)
- Use spam filtering – either self hosted (e.g. Barracuda Spam Firewall) or service based (e.g. McAfee SaaS Email Protection & Continuity Service)
- Install antivirus software and keep it up to date – free software like AVG AntiVirus FREE 2014 or Microsoft Security Essentials works well
- Keep Java, Adobe Flash, and web browsers updated
- Require the use of complex password and semi-frequent (90-120 days) password changes
- Audit domain accounts regularly and delete old accounts
- Perform a scan of your internet connection for ports open to the internet
- Compartmentalize file shares on your file server by job type (accounting, marketing, sales, operations, etc) or other distinctions so that access to data can be controlled.
- Check permissions on file shares to make sure that only authorized employees and access and modify file shares they need to access to do their job.
- Keep a list of all accounts such as eBay, Facebook, and Twitter and the associated email addresses so you can secure them when employees leave
- Safe guard credentials to your domain name system registrar account. An unauthorized user can bring down your email and website with this one set of credentials.
- Use a web proxy in your network firewall to reduce employee's access to non-work related websites.