

Ottawa SMB Cybersecurity Checklist

Passwords & Access

- Implement strong, unique passwords for all systems
- Use a reputable password manager for your team
- Enforce Multi Factor Authentication (MFA) wherever possible

Employee Awareness

- Conduct regular cybersecurity awareness training for all staff
- Test employees with simulated phishing exercises
- Provide easy access to reporting suspicious activity

Data Protection

- Maintain robust, regularly tested data backups (follow the 3 2 1 rule)
- Ensure backups are stored securely offsite or in the cloud
- Encrypt sensitive files and data at rest and in transit

System Security

- Keep all software and operating systems patched and up to date
- Install reputable endpoint detection and response (EDR) or advanced antivirus solutions
- Limit administrative privileges to only those who truly need them (least privilege principle)

Network Protection

- Secure your network with a properly configured firewall
- Segment your network to isolate critical systems
- Ensure business Wi Fi is secure with strong encryption and hidden SSID

Email Security

- Implement anti phishing protections for all email accounts
- Use email encryption for sensitive communications
- Train staff to recognize and report phishing attempts

Incident Response Readiness

- Develop a formal Incident Response Plan (IRP)
- Test your IRP at least annually with tabletop exercises
- Clearly assign roles and responsibilities for incident response

Supply Chain & Vendors

- Review security policies of key vendors and partners
- Ensure third parties follow best practices for data protection
- Consider including security requirements in vendor contracts

Additional Protections

- Explore cyber insurance to mitigate financial risk
- Conduct regular security assessments or partner with CapitalTek for expert guidance

CapitalTek Tip: Security is not a one time task. Schedule regular reviews of this checklist and stay informed of evolving cyber threats.

Need expert help implementing these steps?

Contact CapitalTek for comprehensive cybersecurity solutions for Ottawa SMBs.

www.capitaltek.ca