



# CYBER SECURITY

## Why is it Important?

Desktop computers, laptops, and cell phones are at risk of cyber threats that can lead to sensitive information being leaked and even financial downfall. It is especially important for small business owners to know how to set up secure web and technology systems that protect them, their employees, and their customers from such attacks.

## How to be secure:

### Designate a Principal individual to manage cyber security

This individual will

- Determine which systems require protection (such as your CRM software)
- maintains the inventory and health of your technology equipment
- develops a plan to respond to cybersecurity incidents

### Physically protect equipment

- Control physical access to computers and devices. Limit access to only essential personnel.
- Use a surge protector or backup generator to maintain equipment in the case of an emergency.

### Digitally protect equipment

- Determine which systems require extra protection (e.g. client management software), and ensure they are protected and secure.
- Install firewalls, anti-virus and anti-spyware software to block malicious sites and downloads.
- Do not connect business devices to public Wi-Fi, and keep your internet access private.

### Control access

- Limit employee administration rights to prevent the download of potentially harmful files.
- Assign complex passwords to all points of access.

### Protect Information

- Change Passwords Regularly.
- Back up important information on a hard drive regularly
- Use best practices when making or taking online payments, use only a secure connection

### Develop an Internet and Acceptable Use policy

- Create a company policy on file sharing and make sure all employees are aware of best practices regarding sharing information.
- Let employees know which sites are acceptable to visit, and which pose

threats. Keep them up-to date on the latest information.

### Stay up to date

- Keep all software, including firewalls, anti-virus and anti-spyware programs up to date.
- Change passwords periodically.

### Dispose of equipment securely

- Hard drives and other disposable equipment maintains data even when files are deleted. When disposing of equipment, run a program to fully eradicate sensitive Information or physically destroy the device.

## Stay Safe!



**finanta**  
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1301 N 2<sup>nd</sup> St. Phila PA 19122  
PHONE: 267.236.7000  
EMAIL: [finanta@finanta.org](mailto:finanta@finanta.org)  
WEB: [www.finanta.org](http://www.finanta.org)