

# Report

## 5 Critical Security Measures Every Small Business Should Have In Place

Have you ever lost an hour's work on your computer? Now imagine if you lost days or weeks of work – or imagine losing your client database, financial records and all of the work files your company has ever produced or compiled.

While it's impossible to plan for every potential computer disaster or emergency, there are a few easy and inexpensive measures you can put into place that will help you avoid the vast majority of computer disasters you could experience.

### 1. Make sure you are backing up your system.

It is amazing how many businesses never back up their computer network or only keep an onsite copy of their data. Imagine this. You write the most important piece of information you could ever write on a chalk board and I come along and erase it. How are you going to get it back? You're not. Unless you can remember it, or if you made a copy of it, you can't recover the data. It's gone. That is why it is so important to back up your network. There are a number of things that could cause you to lose data files. If the information on the disk is important to you, make sure you have more than one copy of it.

Second, it's absolutely critical that you keep an offsite copy of your data. No-one ever expects a flood, fire or other natural disaster. But did you ever consider theft? What if someone breaks into your office and takes every single piece of computer equipment you have?

What if a neighbouring office catches fire or if a faulty sprinkler system waters your server room? Here's another onsite disaster most people never consider ...

What if your data becomes corrupt or a tape drive hardware failure erases your data? Again, your data is nothing but a memory. That's why you want to not only keep an onsite copy of your data, but also an offsite copy. Your data is just too important to not do everything possible to protect it.

### 2. Perform a complete data restore to make sure your backups are working properly.

Many business owners set up some type of backup system but then never check to make sure it's working properly. It's not uncommon for a system to APPEAR to be backing up when in reality it's not. Don't let it happen to you.

### 3. Keep an offsite copy of your backups.

What happens if a fire or flood destroys your server and the backup tapes or drive? What happens if your office gets robbed and they take EVERYTHING? Having an offsite backup is simply a smart way to make sure you have multiple, redundant copies of your data.

### 4. Make sure your virus protection is always on and up to date.

With virus attacks coming from spam, downloaded data and music files, web sites and even emails from your friends, you cannot afford to not be protected.

Not only can a virus corrupt your files and bring down your network, but it can hurt your reputation. If you or one of your employees unknowingly spreads a virus to a customer, or if the virus hijacks your email address book, you're going to make a lot of people very upset.

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## 5. Set up a firewall.

Small business owners tend to think that because they are “just a small business” no one would waste time trying to hack into their network, when nothing could be further from the truth. The fact is there are thousands of unscrupulous individuals out there who think it fun to disable your computer just because they can.

These individuals strike randomly by searching the internet for open, unprotected ports. As soon as they find one, they will delete files or download huge files that cannot be deleted shutting down your hard drive. They can also use your computer as a zombie for storing pirated software or sending spam which will cause your ISP to shut YOU down and prevent you from accessing the Internet or sending and receiving email.

If the malicious programmes can't be deleted, you'll have to reformat the entire hard drive causing you to lose every piece of information you've ever owned UNLESS you were backing up your files properly (see 1 to 3 above).

**This report is not designed to scare you but, hopefully, it has acted as an eye opener to all small business owners who are not adequately protecting their data and computer network. If you are not doing the 5 steps outlined in this report, your network is an accident waiting to happen and the most important thing for you to do now is take immediate action towards protecting yourself.**

If you're interested in discovering how we could help your business, contact us for a free consultation. We can discuss how to help address specific problems you are experiencing in your business.

There is absolutely no cost or obligation when you invite us into your business. If we discover that your network is just fine the way it is, we'll tell you that and won't try to sell you something you don't need.

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