

# Small Business Cybersecurity Toolkit

Digital guide for personal reference

## Asset Inventory

Maintain a list of computers, mobile devices, servers, cloud services, key accounts, and responsible owners.

## Access Review

- Remove accounts belonging to former staff.
- Use individual accounts instead of shared credentials when possible.
- Apply the minimum access needed for each role.
- Review administrator privileges regularly.

## Backup Checklist

- Identify critical business data.
- Confirm backup frequency.
- Keep a separate copy when practical.
- Test restoration periodically.
- Document who can access backup systems.

## Awareness Routine

Teach staff to recognize suspicious links, unexpected attachments, fake login pages, and unusual payment requests.

## Incident Preparation

Keep provider contacts, recovery steps, account ownership details, and communication responsibilities documented before an incident.

## Monthly Security Meeting

Review recent changes, unresolved risks, backup status, software updates, and lessons from suspicious events.

© The Tech Link. Digital product. No physical item will be shipped.