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what these businesses
have to offer **ONLINE**



Protect your business data

THREATS to your data can be internal to your business as well as external. Hackers can access networks that are not properly secured, thieves can break into your office and steal equipment or your own staff could carry your data out of the office on portable media.

External threats by hackers are expected and the risks can be reduced through the security measures discussed on this website. Internal threats are more difficult to anticipate but can be equally devastating to your business. Staff may remove data inadvertently or on purpose for financial gain or revenge.

Data is very easily transported out of your office using writable CDs or DVDs, USB drives, MP3 players or mobile phones. All of these devices can hold large amounts of data and are a discreet way in which an employee could copy data and walk out of the office without you ever knowing.

Business owners need to think carefully about where you store data and how you secure it physically and electronically, who has access to it and what devices you allow staff to connect to your computer

network.

The first step in protecting your business data is to undertake a risk analysis as part of your business security planning, ensuring that you consider your exposure to data theft and the impact it would have on your business.

The next step is about access. You should only provide access to your computer network and data to those that need it to do their job. Determine staff's access to data on a need to know basis. Consider how to separate staff roles and responsibilities so that you can segregate data more effectively.

Finally, install data loss prevention software. You can install Data Loss Prevention (DLP) software that can be used to disable USB ports or to monitor or restrict the copying of files to USB devices. This software can be set to silently monitor transfers or actively stop users from transferring data.

For more online advice for businesses, visit www.staysmartonline.gov.au.

Your business data is your livelihood, and there's a few simple steps to help protect it online.



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