

# Cyber and Data Security Tips for Your Business



Canadian businesses are increasingly dependent on technology. Unfortunately, many business owners think that they're too small to have a cyberattack or data breach or that these things are only an issue in big cities. But they're wrong.



**More than 40% of cyberattacks target small businesses.** And cyber and data protection isn't just about hacking.

There are many ways that your company could suffer a devastating breach, including:



an employee loses their laptop



a third-party suffers a breach that exposes your customers' personal information



an employee accidentally sends a sensitive email or letter to the wrong person



a document with sensitive information gets put in the recycling bin instead of the shredder



a curious employee accesses private information that is unrelated to their job function



# Tips for Keeping Your Business Protected



## KNOW YOUR RESPONSIBILITIES

Understand your responsibility for the collection, use and disclosure of personal information as well as how to protect your data.



## ALWAYS MAKE THE REQUIRED SYSTEM UPDATES

Major global cyberattacks like WannaCry targeted users who hadn't completed the latest system updates. You can choose to have your operating system automatically install system updates to simplify this process.



## ALWAYS USE A SECURE NETWORK

This stops threats from entering or spreading on your network. It's also important to educate your employees about Internet and email best practices to help them avoid downloading software or attachments that could compromise your network.



## GET THE INSURANCE YOU NEED

Padlock is our new industry-leading cyber and data breach coverage designed specifically for small businesses. It offers one of the most comprehensive cyber coverages in Canada. Contact your insurance broker to add Padlock to your business insurance.



## KEEP SENSITIVE DATA AWAY FROM PEOPLE WHO SHOULDN'T SEE IT

Never leave private information lying around on desks, at the photocopier or even in the recycle bin.



## DOCUMENT YOUR DATA PROTECTION PROCESSES AND REVIEW THEM REGULARLY

Write down your approach to data security, audit it and revisit it a couple times a year. Always look for areas of improvement and ensure that all new staff is trained appropriately.



## SCREEN ALL EMPLOYEES AND REQUIRE SIGN-IN FOR ALL VISITORS

If your employees have access to sensitive data, then take the time to do a screening before hiring them. As well, anyone visiting your business, including vendors and customers, should sign in so you know exactly who is on-site each day.



## ALWAYS ENCRYPT SENSITIVE INFORMATION

There are lots of online tutorials explaining how to do this for your business.



## USE PASSWORD PROTECTION

Ensure that only the right people are able to access sensitive information.



## ONLY GATHER THE INFORMATION THAT YOU NEED

If your business doesn't absolutely need the information, then don't collect it.



## INSTALL ANTIVIRUS AND ANTI-SPYWARE PROTECTION AND FIREWALLS

There are lots of great products available to keep your data safe like McAfee, Norton, Panda and more.

## Questions?

If you have any questions, please contact your insurance broker.

## Online resources to help protect your business against a cyber or data breach.

Privacy Commission of Canada	<a href="http://priv.gc.ca">priv.gc.ca</a>
Information and Privacy Commissioner of BC	<a href="http://oipc.bc.ca">oipc.bc.ca</a>
Information and Privacy Commissioner of Alberta	<a href="http://oipc.ab.ca">oipc.ab.ca</a>
Saskatchewan Information and Privacy Commissioner	<a href="http://oipc.sk.ca">oipc.sk.ca</a>
Manitoba Ombudsman	<a href="http://ombudsman.mb.ca">ombudsman.mb.ca</a>
Information & Privacy Commissioner of Ontario	<a href="http://ipc.on.ca">ipc.on.ca</a>
Treasury Board of Canada	<a href="http://tbs-sct.gc.ca">tbs-sct.gc.ca</a>
Industry Canada	<a href="http://ic.gc.ca">ic.gc.ca</a>

