

Business Online Security Checklist

Set aside 30 minutes. Anything you can't tick off is this month's to-do list.



Accounts & passwords

3 items

- ☐ MFA is on for email, banking, website, hosting, domain registrar, CRM and social media
- ☐ Every account has a unique password stored in a password manager
- ☐ Former staff and contractors no longer have access to any account

Email

3 items

- ☐ Business email uses our own domain, not a free Gmail or Outlook.com address
- ☐ SPF, DKIM and DMARC are set up for our business domain
- ☐ We've checked our inbox for unfamiliar forwarding rules

Payments

5 items

- ☐ Any change to banking details is confirmed by phone, using a number we already have
- ☐ Invoices are matched to a purchase order or contract before payment
- ☐ Large or unusual payments need a second person's approval
- ☐ Our online shop uses a reputable platform and payment processor, and we never store card numbers
- ☐ We confirm payment in our bank or platform dashboard before shipping

Website & domain

5 items

- ☐ We know who our domain registrar is and when the domain renews
- ☐ Auto-renew and transfer lock are turned on
- ☐ Domain, hosting and admin logins are in a business account we control
- ☐ Website software, plugins and themes are up to date
- ☐ Our site uses https and is backed up somewhere separate from our host

Customer data

3 items

- ☐ Customer information is stored in secure, access-controlled systems
- ☐ We only collect and keep the data we actually need
- ☐ We know our privacy breach reporting obligations

People & planning

5 items

- ☐ Our team knows the warning signs of phishing and payment scams
- ☐ Everyone knows who to tell if something looks suspicious
- ☐ We have a written plan for what to do if we're hacked or defrauded
- ☐ Our team uses a trusted VPN or phone hotspot on public Wi-Fi
- ☐ Our office has separate guest Wi-Fi, and the router's default password is changed

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