

# BUSINESS SECURITY

## What you need to know & do!

### The Basics

- Would you allow an outsider to view all your data?
- Does your business hold confidential data?

### Users

- How many users use the data?
- Do you restrict different users from viewing different layers of data?
- Does every user have a password?
- Who know what passwords?

### Backup

- Who is responsible for the backup?
- Is the backup stored in a safe and secure location?
- Is the backup password protected?
- Is the data valuable for competitors?
- Would anyone want to sabotage the company data?

### Storage Device

- Is your data stored in one location?
- Is your storage on show?
- Is your storage device visible from a window?
- Is your storage device in the most secure section of the building?
- Who has access to the room where your storage device is held?
- Is your storage device alarmed?
- Can your storage device be moved?

### Terminal Services

- What data is visible across the local area network?
- What data is visible across the wide area network (internet)?
- Can anyone email confidential information?
- Is there a firewall to protect against hackers?

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