

Digital capability checklist: Cyber security

Our series of digital capability checklists are designed to help you identify where your business is on its digital journey and which areas would benefit from further attention.

How to use this checklist

- Tick each statement that genuinely reflects your current business capability.
- Be accurate – this tool is for your benefit, not for external assessment.
- As you complete the checklists in the series, the categories with fewer ticks are your highest priority areas for improvement.
- Use your results to guide which digital information resource to explore on the SBDC website first (smallbusiness.wa.gov.au/digital).

I can judge whether online information is credible and recognise misleading or false content.

I have signed up for, and read, updates from trusted sources on the latest cyber security threats (such as the Australian Signals Directorate and ScamWatch)

I use strong, unique passwords for all business accounts.

I have multi-factor authentication (MFA) enabled on critical accounts such as email, banking, and cloud storage.

All business devices have reputable antivirus and security software installed

I keep all business devices, apps and software updated with the latest security updates.

I regularly back up important business data and have tested that backups can be successfully restored.

I have regular processes in place to check our systems are secure and functioning as expected.

I stay up to date on new cyber security tools and implement them into my business as needed.

My staff - including new starters - have received training in our policies to recognise phishing emails, scam calls, and social engineering attempts.

I know what to do and who to contact if my business suffers a cyber incident or data breach.

I use a secure private WiFi network for business activities and do not conduct sensitive transactions on public WiFi.

I regularly review which staff, apps, and third parties have access to our business accounts (like emails, banking etc) and remove access when it is no longer needed.

I regularly review and test our cybersecurity measures.

Next steps

- Visit smallbusiness.wa.gov.au/digital for more information on using digital tools in your business.
- As you read through our digital information, complete the self assessment checklists to help you identify areas for improvement.

Turn to us for business support

The Small Business Development Corporation (SBDC) provides free advice and support to small business owners across Western Australia. Call **133 140** or visit smallbusiness.wa.gov.au to find out more.