

CYBER SECURITY CHECKLIST

corePLAN

DEVICES

Create a safe foundation for your business by configuring your devices' security settings.

Create device register

Use our free template! Download on blog.coreplan.io/free-device-register

Set up users as standard accounts

Standard accounts provide an extra layer of security for your team without any extra work on your part.

Automate backups

Use a cloud-based backup service or OneDrive if your team use Microsoft 365. Don't forget to work directly from your OneDrive folder.

Encrypt your hard drives

Enable BitLocker (Windows) or FileVault (Mac) to protect the contents of your hard drive.

Turn on auto-update

Get the latest security updates installed on your system automatically. Schedule updates around key operational hours to minimise disruption.

Done?

Notes

SOFTWARE

Maintain security across your entire software suite by making the most of built-in settings.

Start using a password manager

Stop forgetting or reusing passwords. Have your entire team registered under one organisation account for easy password sharing.

Assign user roles and permissions

Only give users access to what they need to get their work done.

Turn on authentication

Add a second layer of defence to your passwords.

Use SSO if available

Always use your work email address when signing in to work related SSO software. Avoid using personal email or social media login details.

Done?

Notes

BONUS TIPS

Protect yourself on email and messaging services.

Verify sender identity using their email address

Cyber criminals can pose as staff in your organisation. Don't trust the name of a sender - always verify their email address matches your records.

Use VirusTotal to verify suspicious files or links

Pass files or links through VirusTotal to check for malware before opening. Picking up the phone and calling the sender is always your best bet.

Never share passwords over email or text

Only share passwords with your team using your password manager's shared vault.

Less is more

Choose software that centralises and consolidates multiple products into one login

Using too many products increases the number of access points for criminals and makes it confusing and time-consuming for your team to complete the same volume of work.

Done?

Notes



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Speak to our Perth-based customer success team who specialise in helping small mining businesses complete successful digital transformations.