# Data Security Basics Checklist

Use this checklist to quickly assess your organization's current security hygiene and prioritize next steps.

## 🔐 Access Control

☐ Every user has a unique login
☐ MFA is enabled for email and cloud apps
☐ Former employees’ access is removed immediately

## 📦 Backups

☐ Daily backups are enabled
☐ Backups are stored offsite or in the cloud
☐ Backup restores are tested at least quarterly

## 🧑‍💻 Endpoint Protection

☐ Antivirus/EDR is installed on all computers
☐ Patching is up to date (OS and apps)
☐ USB ports and remote access are restricted where possible

## 👥 Employee Awareness

☐ Staff know how to spot phishing attempts
☐ There is a simple process to report suspicious activity
☐ New hires are trained on basic data security practices

## 🛠️ Technology Hygiene

☐ Wi-Fi uses a secure password (and isn’t shared)
☐ Admin credentials aren’t shared across users
☐ Critical systems are behind a firewall or security appliance