# Business Continuity & Security Checklist

10 points to check whether your business is protected against an outage or a cyberattack

Check each point that is true in your business today. Be honest: this list is for your eyes only.

| | | Yes | No |
|---|---|---|---|
| 1 | **Data backup**<br>Important data is backed up automatically, there is a copy outside the office, and someone has tested restoring it in the last 3 months. | ☐ | ☐ |
| 2 | **Protection on every computer**<br>Every computer has active, up-to-date business antivirus, managed centrally. | ☐ | ☐ |
| 3 | **Up-to-date software**<br>Windows, browsers and applications receive security updates without depending on each person remembering to install them. | ☐ | ☐ |
| 4 | **Passwords and two-factor authentication**<br>Email and critical systems use unique passwords and two-step verification. | ☐ | ☐ |
| 5 | **Access under control**<br>Each person has their own user account, and when someone leaves the company, their access is removed the same day. | ☐ | ☐ |
| 6 | **Protected network**<br>The router or firewall's default password has been changed, and the guest Wi-Fi is separate from the work network. | ☐ | ☐ |
| 7 | **A plan if the internet goes down**<br>If the main internet connection fails, your team knows what to do and how long they can keep working. | ☐ | ☐ |
| 8 | **Device and license inventory**<br>There is an up-to-date list of devices, software and licenses, with their expiration dates. | ☐ | ☐ |
| 9 | **A team prepared against fraud**<br>Staff can recognize fraudulent emails and messages (phishing) and know who to alert if something looks wrong. | ☐ | ☐ |
| 10 | **One owner and one procedure**<br>There is a person or provider responsible for technology, a number to call, and written steps to follow in an incident. | ☐ | ☐ |

For savings and credit cooperatives and insurance companies: in addition to these points, keep written records of backups, access and incidents. They are among the first things reviewed in an audit.

### How did you do?

**10 out of 10:** very good. Keep reviewing every quarter.
**7 to 9:** a good foundation, with specific risks worth closing soon.
**6 or fewer:** an outage or an attack could stop your operations. It's worth reviewing with a specialist.

## Let's review it together, at no cost

Book a free 20-minute assessment at **telcoware.net**, message us on WhatsApp at **+593 99 970 4213**, or email **info@telcoware.net**.