

# Does your business take online safety seriously?

Most Pacific businesses and customers communicate, buy, sell and manage money online. But are we really safe doing so?

Unfortunately, an increasing number of Pacific businesses are affected by fraud, identity theft, reputational damage and other bad outcomes. The results can vary from inconvenience to financial loss to - in the worst cases - business failure.

There are important steps you can take to protect your business. Most problems can just be avoided by following simple rules and making sure online security becomes second nature to all your colleagues.



## Tips to help safeguard your business



**Don't allow everyone access** to all company, employee or customer data. And make sure only those who need to can physically access computers and servers.



**Enforce rules about using mobile devices**, including how to keep them safe, using public internet and secured home access. Decide whether or not staff should use their own devices at your business.



**Regularly backup your data**, preferably storing it in the cloud which is easy to access when you need it.



**Set guidelines about employees' social media use** to make sure that the reputation of your business isn't damaged.



**Have a software policy** that includes how software can be used, when to update it, how many licences you need and what to do with old programs and apps.



**Run regular online safety and security sessions** for all your staff.



**Be alert.** Ensure that your staff can spot emails or phone calls that are trying to get your confidential information. Learn how to prevent your company from being defrauded.



**Completely erase data, don't just delete it** when getting rid of old computers, servers and mobile devices. Otherwise, it could fall into the wrong hands.