

# Security tips for small businesses

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## 5 Tips for a More Secure Workplace

Protecting your business in the Greater Cincinnati Area and around the country, used to mean locking the doors at the end of the day. That's still important, of course, but now a security breach can extend beyond your physical assets to include software, systems and sensitive data. And, if customer information is compromised, you may lose the most important asset you have — their trust.

How can you protect your business? Here are five tips from the U.S. Small Business Administration and others to help you stay secure, both physically and digitally.

1. **Manage and assess your risk.** What valuables do you need to protect? What about data? What losses would impact you most? The answers to these questions can help you form a plan.



2. **Control physical access to your workplace.** Establish procedures for distributing keys and how you keep track of them. Secure valuable information or equipment in a locked area with access only to those who use it. Customers should be able to access your office only in one monitored entrance.

3. **Don't forget about controlling digital access.** You wouldn't give every employee a key to your safe, so take similar precautions when it comes to access to computers, networks and sensitive data.

4. **Be proactive.** Set up automatic software updates for your most important systems. Require your employees to change passwords at regular intervals for additional security. If you provide a wireless network, make sure it is secured, and preferably encrypted.
5. **Consider other measures.** It's easier than ever to install cameras and monitoring systems that allow you to check on your facility at any time. Of course, there also are companies that will monitor your office and alert you to any issues. Cybersecurity insurance is relatively new and can provide some protection if your systems are compromised, but find out exactly what is included in the policy. Remember, even if you purchase coverage, you'll still need to keep your data as secure as possible.

We here at **R.G. McGraw Insurance Agency, Inc.** hope you find these tips helpful, but keep in mind that we've only scratched the surface! We encourage you to dig deeper and thoroughly investigate potential solutions to help ensure your office and data have the right level of security for your particular needs.