**Protecting Your Business Checklist**

**Trusted People & Sharing**

* Only share relevant financial and personal information with those people whom you trust explicitly.
* Never share any sensitive business information such as financial records and employee identification numbers.
* Never share any confidential business information online.
* All the way through respect. Personal privacy in the workplace and do not use things like Social Security numbers for employee ID's.
* Never share any personal or business information on networking or social media websites.

**Computer Software & Security**

* It's true that all of your computer security monitoring systems are up-to-date.
* Ensure that your computers have various types of antivirus software, anti malware software, spam filters, popup blockers, and more.
* If necessary, hire a security expert to take care of this for you.
* Always keep all applications on your computer up to date.
* Ensure that all operating systems are up-to-date and outfitted with the best security possible.
* Make sure that you never click on suspicious phishing emails. There are plenty of email scams out there to be aware of.

**Passwords**

* Always use very secure and complex passwords.
* Use password managers to help make life easier.

**Finances**

* Only shared financial information with a trusted accountant or bookkeeper.
* Always track billing carefully.
* Create secure payment methods and gateways that are at a minimal risk for being hacked or intercepted.

**Physical Security**

* Ensure that your office or place of business has a security system in place.
* Always keep doors and windows locked.
* Security cameras and other security features of this sort will help.
* Always keep a document reader on hands and you can get rid of sensitive information.