

**SmallBiz Nightmares: Employees and Security**  
**Alexandria SBDC**  
**February 12, 2016**

**A. Policy**

Smart to have a policy/policies on:

- \* use of company equipment and software, use of personal devices for work, social media, and basic security procedures.
- \* what you consider 'company confidential' or sensitive information

This provides a basis for orientation of new employees as well as training of all employees and regular reminders on need for each employee to protect the organizations' assets.

Remember that policies that are difficult or complicated lead to less-secure work-arounds.

**B. Employment**

When hiring employees, independent contractors, or vendors:

- consider security issues as part of hiring process for all
- ask questions related to common risks profile in interviewing candidates
- check on related issues (impulsive, anti-authority, careless) with references

With independent contractors or vendors:

- restrict access to your internal networks and sensitive information
- place security requirements and restrictions in contracts

Monitor employees, contractors, and vendors compliance with your policies.

When planning termination of employment, consult with your IT vendor in advance to ensure access is terminated and all files/documents are retained.

**C. Training**

All employees should go through basics of cybersecurity and IT processes on hire and regularly during each year. Training topics may include:

- impact on your organization and potentially their jobs
- your efforts to offer secure systems
- common insider threats including system only as secure as weakest link
- how to recognize an attack and what your response plan requires them to do
- email threats

- web-browsing threats
- mobile devices threats
- social network threats
- scams, malware, and fraud
- phishing attacks
- data incident reporting procedures
- strong passwords
- basic safety practices review

If you have an IT vendor, keep employees informed of threats or other information provided by the vendor.

### **C. Resources**

For basic Cyber Security toolkits, practices, and training:

<https://www.sba.gov/content/top-tools-and-resources-small-business-owners>

More info useful in training

<https://staysafeonline.org/>

© Strategies for Human Resources, 2016, Patricia@SHRinsight.com