

IT Security Checklist for SMEs

A practical checklist to help SMEs assess and improve their IT security posture.

1. Passwords & Access Control

- Use strong, unique passwords for all accounts.
- Enable multi-factor authentication (MFA) where possible.
- Regularly review user access and remove inactive accounts.

2. Software & Updates

- Keep all software, operating systems, and firmware up to date.
- Install security patches promptly.
- Remove or disable unnecessary software.

3. Network Security

- Use a firewall to protect your network.
- Secure Wi-Fi with strong passwords and encryption.
- Segment guest and internal networks.

4. Data Protection & Backup

- Regularly back up important business data.
- Encrypt sensitive data at rest and in transit.
- Have a tested disaster recovery plan.

5. Endpoint Security

- Install antivirus/anti-malware software on all devices.
- Ensure devices are encrypted and password protected.
- Limit administrative privileges on endpoints.

6. Employee Awareness

- Provide regular cybersecurity training to staff.
- Educate staff about phishing and social engineering attacks.
- Establish clear IT security policies and procedures.

7. Vendor & Third-Party Security

- Review security policies of key vendors.
- Ensure contracts include security and data protection obligations.
- Monitor third-party access to your systems.