

CYBERSECURITY & DATA MANAGEMENT BEST PRACTICES

Use this checklist to secure your not-for-profit organization against cybersecurity attacks that could compromise your customer and donor data while working remotely or on-site.

- Use up-to-date technology**
Make sure that your organization is using the latest version of Windows and keeping application software updated.
- Patching**
Utilize automated patching software and prevent “unpatched” workstations from accessing your network.
- Create and utilize strong passwords**
Create a password policy that requires strong passwords (minimum 8-10 characters and complexity requirements). Also consider utilizing two-factor authentication.
- Ensure device security**
Encrypt all hard drives and secure mobile devices through Mobile Device Management (MDM) software and also ensure a commercial grade antivirus software on all PCs and servers.
- Train your employees**
Cybercriminals often take advantage of unsuspecting employees to gain access to your systems. Develop a formal training program for your employees that includes “red flags” they should look for in phishing emails.
- Secure home environment**
Enable encryption on your home wireless networks and enforce the use of Virtual Private Network (VPN) software for remote access.
- Electronic file storage**
Create a formal policy outlining the permissible storage locations which should be within the organization (e.g., your on-premise file servers or your Office 365 instance). You should prohibit personal Drop Box or Google Drive solutions.
- Secure documents**
Create a document security policy that includes what documents you consider confidential, how to securely store them, and dispose of them.
- Backup data**
Data should always be backed up to an alternate location from your primary data storage on a nightly basis. Regularly test your back-ups to ensure your team can actually restore backups if necessary.
- Incident response plans**
Develop and then test an incident response plan that outlines what to do in the event of a breach or infection.
- Purchase cyber insurance**
Talk with your insurance provider about the proper level of cyber insurance based on your risks and the costs associated from a data breach or ransomware attack.

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Questions about how to implement these cybersecurity best practices at your not-for-profit organization? *Contact our expert.*

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Tom has over 30 years of experience providing IT strategy, IT management, cyber security, and other consulting and managed services in a variety of industries including not-for-profit, healthcare, insurance, retail, manufacturing, and government. Prior to Blue & Co, he was a partner with one of the Big Four public accounting and advisory firms. Tom's specialties include developing and implementing technology and data strategies, developing optimal IT management processes and functions, cyber security, data analytics, and IT project management. He has extensive experience with a variety of rules and regulations impacting IT organizations including HIPAA, PCI, SOX Section 404 and others.

He received his Bachelor's Degree from Northern Michigan University in 1987. He serves on the Board of Directors for LifeCare Alliance, which is the parent organization of the Meals-on-Wheels program in central Ohio. He serves on the Executive, Finance and Technology Committees and chairs their Risk and Committee.



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Judy Simpson graduated from the University of Kentucky with a double major in Accountancy and Finance and has been with our firm since then.

Judy loves serving her clients and be the person that you can call upon when questions come up. She spends most of her time focused within the not-for-profit industry. In addition to client work, she works hands-on with several organizations serving on various boards and committees including serving as Board Treasurer for the Kentucky Nonprofit Network. In addition, she is a part of our firm's not-for-profit niche group team and sits on the Not-For-Profit Committee for the Kentucky CPA Society.

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