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Cybersecurity Basics

A practical guide for SMBs

Introduction

Cybersecurity isn't just an IT issue, it's business essential.

For small and medium businesses, the impact of a cyber incident can be significant but prevention doesn't have to be complicated.

This guide shares simple, actionable steps to help you assess, strengthen, and sustain your cybersecurity.

Contents

1. Where to Start

Assess your Cyber Health.

By understanding your current setup you'll have a better idea of where the gaps and risks are.

There are three steps to getting started:

1) **Complete** the Cyber Health Check Tool
2) **Visit** the Australian Cyber Security Centre - Small Business Basics page
3) **Download** the ASD educational pack for small businesses

2. Passwords

Weak Passwords = Open Doors

The first and easiest area to look at is your passwords.

Take these 3 steps to reduce password related risks:

1) Set up a company-wide **password policy**
2) **Review and update** non-compliant passwords
3) Encourage the use of **passphrases** eg:
"I_Love_My_2_Dogs_Skippy&Bingo"

3. Multi-Factor Authentication (MFA)

Set up your Cyber alarm

Enabling MFA for your critical systems should be mandatory. This adds an added layer of security on top of your secure password/passphrase:

1) Identify your **critical systems** (Email, finance, CRM etc.)
2) **Educate** staff on how MFAs work and why they are needed
3) Select a preferred MFA platform and **roll out gradually**

4. Phishing Awareness

The number 1 cause of breaches

Phishing is the use of misleading and deceptive emails, websites or documents to trick someone into clicking a dangerous link.

Education and Awareness is the best way to prevent this:

1) **Share examples** of phishing emails with your teams and how to spot them
2) Teach your teams to **hover over links** before clicking on them
3) Make it easy to **report suspicious emails** internally

5. Backups

Backups are insurance policies

Ransomware attacks can be devastating and costly, having reliable backups can save your business.

Ask yourself:

1) Are backups of your critical data happening **automatically**?
2) Are they **stored separately** from your main systems?
3) Have you **tested a restore** in the last 6 months?

6. Updates and Patching

Plugging the leaks

Hackers are always finding weaknesses and vulnerabilities in software, patches and updates are how these vulnerabilities are fixed.

Ensure that:

1) Updates for devices and apps are **automatic**
2) Check that firewalls and routers are running **supported firmware**
3) Assign a **responsible person** to conduct patch checks

7. The Human Firewall

Create a Cyber-Safe Culture

Your teams are either your weakest link or strongest defence, preparing them ensures that everyone is on the same page.

Here is how you can build your human firewall:

1) Run **security awareness training (SAT)** sessions each quarter
2) Send **monthly tips** and reminders via email or your messaging platform
3) Encourage a **no blame culture** for reporting mistakes quickly

8. What to do if something happens

Having a fast and coordinated response to incidents can mitigate and reduce damage (and panic) caused by a breach.

1) **Disconnect** affected devices from the internet
2) **Do not delete or alter** any suspicious files/emails
3) **Change passwords** for affected accounts
4) **Contact your IT provider** for support
5) **Report** incidents to the Australian Cyber Security Centre or call 1300 CYBER1

Staying Cyber-safe, Together

At Goanna Solutions, we believe strong digital security creates strong communities.

By taking small, consistent steps (from awareness to action) every business can play a role in building a safer, more inclusive digital future.

Disclaimer

This document is intended as a general, do-it-yourself (DIY) guide. While Goanna Solutions has taken care to ensure the accuracy of the information provided, it should not be relied upon as professional advice. Goanna Solutions accepts no responsibility for any loss, damage, or incidents arising from the use of, or reliance on, the steps or information outlined in this guide.

When did you last review your security setup?

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