NSW GOVERNMENT

Keeping personal information safe
Checklist for employers

As data breaches become more common the need to protect personal information from cyber criminals is vital. You don't need a high-tech security team – follow our checklist and protect the personal information of employees, customers and your business.

As an employer:

Task	Owner	Due date
☐ Install cyber security software.		
☐ Review your security practices, storage and systems.		
☐ Add extra security by using Multi-Factor Authentication (MFA) or a 2-step login.		
☐ Review your insurance to make sure you're covered for cyber security breaches.		
☐ Encrypt and back up sensitive data in a secondary location.		
☐ Regularly upgrade your systems.		
☐ Ask third-party providers about their cyber security measures.		
☐ Limit access to sensitive information.		
☐ Remove system access for former employees.		
☐ Train your team to keep personal information safe.		
☐ Train your team to report concerns immediately.		
☐ Create a data breach response plan so you can respond quickly.		
☐ Hire an expert to do an end-to-end security review.		

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Personal information is more than a name, address or phone number. It also includes bank details, employment history and records, credit information – even a resume. Formal identification documents with personal information include a driver licence, Medicare card or passport.