Connecting People With Technology Ekaru

Cybersecurity Starts Here: Identify What You Need to Protect

Checklist: Identifying Critical Data for Small Business Cybersecurity

---

✅ 1. Inventory Your Data

- ☐ List all types of data your business collects (customer info, employee records, financial data, etc.)
- ☐ Identify where each type of data is stored (local servers, cloud services, email, paper files)
- ☐ Determine who has access to each data type

✅ 2. Classify the Data

- ☐ Label data by sensitivity:
  - Public
  - Internal use only
  - Confidential
  - Highly confidential
- ☐ Identify any data subject to regulations (e.g., HIPAA, PCI, MA 201 CMR 17)
- ☐ Highlight data that would be most damaging if stolen, altered, or lost

---

✅ 3. Map the Data Flow

- ☐ Document how data moves through your business (e.g., intake forms → database → reporting tools)
- ☐ Identify third-party vendors handling your data
- ☐ List where data is shared externally (accounting, payroll, marketing, etc.)

✅ 4. Assess Business Impact

- ☐ Ask: What would happen if this data became unavailable?
- ☐ Ask: What if it were changed or stolen?
- ☐ Prioritize data based on business risk and operational impact

---

✅ 5. Review Access & Permissions

- ☐ Identify who currently has access to what data
- ☐ Look for over-permissioned accounts
- ☐ Verify use of strong passwords and multi-factor authentication

---

✅ 6. Document & Take Action

- ☐ Create a simple data inventory (spreadsheet or tool)
- ☐ Flag high-priority data for enhanced protection
- ☐ Use findings to guide your cybersecurity and incident response planning

Tip: You can't protect what you don't know exists. Start here to build a cybersecurity plan that protects what matters most.

319 Littleton Road; Suite 105
Westford, MA 01886

866-go-ekaru TOLL FREE
978-692-4200 MAIN
978-268-5119 FAX