

10 for 10 Cybersecurity Guide

Don't be Scared, Be Prepared

www.codestar.us

Here are 10 exploratory activities that take about 10 minutes each. Spend just ten minutes every day, and before you know it you'll be in a good position to start your organization's information security improvements!

WEEK ONE

1. Sign up to keep on track

We recommend that you sign up for our Nonprofit Security newsletter, and ask your staff to sign up for the User Tips newsletter. Cybersecurity is an ongoing project, and this will help you keep it up.

<https://www.codestar.us/briefs-sign-up>

2. Small Business Computer Security Basics

Start here with some practical advice and instructions on protecting your files and wireless network.

<https://www.ftc.gov/tips-advice/business-center/guidance/small-business-computer-security-basics>

3. Ten Cybersecurity Tips for Small Businesses

https://apps.fcc.gov/edocs_public/attachmatch/DOC-306595A1.pdf

4. Resources for Small & Midsize Businesses

<https://www.us-cert.gov/ccubedvp/sm>

5. Stop.Think.Connect.

<https://www.dhs.gov/stopthinkconnect>

Stop.Think.Connect. is a public awareness campaign. The **Toolkit** section provides some good tip sheets for many *cybersecurity topics* (best practices, social media, insider threats, cyber-secure at work, etc) and for *specific audiences* (small business, young professionals, older adults, students).

Week One Pep Talk

Yes, it's a lot of information, but try not to get overwhelmed... please just *start somewhere* and REMEMBER THIS: If you have documentation that you've implemented even the first steps of a cybersecurity plan, it might improve the outcome for your organization in the case of an audit or data breach investigation.

WEEK TWO

6. Know how to properly dispose of personal information

At least 32 states have laws about safe disposal of data containing personally identifiable information. Vermont is one of these states.

<http://www.ncsl.org/research/telecommunications-and-information-technology/data-disposal-laws.aspx>

7. Find your state's data breach notification laws

<http://www.ncsl.org/research/telecommunications-and-information-technology/security-breach-notification-laws.aspx>

The NH link does not provide complete information at this point, so please see these links:

<http://www.gencourt.state.nh.us/rsa/html/XXXI/359-C/359-C-19.htm>

<http://www.gencourt.state.nh.us/rsa/html/XXXI/359-C/359-C-20.htm>

<http://www.gencourt.state.nh.us/rsa/html/XXXI/359-C/359-C-21.htm>

8. Be prepared. Know how to respond to a data breach

<https://www.ftc.gov/tips-advice/business-center/guidance/data-breach-response-guide-business>

9. Find out if you're a HIPAA covered entity

This applies not only to hospitals and clinics, but also to many Area Agencies on Aging, in-home service providers, research facilities, aging in place groups, and other organizations that work with Protected Health Information. For example, if you do any Medicare billing. Use this tool:

<https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/Downloads/CoveredEntitiesChart20160617.pdf>

10. If you are a HIPAA covered entity...

Understanding Electronic Health Records, the HIPAA Security Rule, and Cybersecurity

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Downloads/Chapter-4-Health-Information-Technology.pdf>

Week Two Pep Talk

Good job sticking with it! Now go forth and start securing your cyber-environment.

You can do it! But if you have any questions, we're here to help.

Nonprofits may schedule a free initial phone consultation.

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