

Information Security Guide for Small and Medium Enterprises

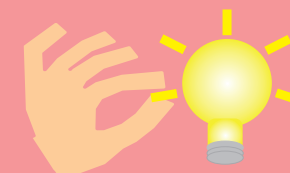
Protect Your Sensitive Data



Risks and Impacts of Data Leakage



Financial and reputational loss



Theft of sensitive business and
personal data



Infringement of personal data
privacy



Interruption of normal business
operation

Tips on Protecting Your Sensitive Data



Encrypt sensitive data stored in local and
on cloud storage



Adopt secure authentication mechanism,
e.g. strong password and multi-factor
authentication for access to sensitive data



Restrict access to sensitive data to
authorised personnel only



Back up sensitive data regularly, keep the
backup files in a safe location and keep an
offline backup copy



Securely erase the data when they are no
longer required



Updating...

Ensure that systems and security software
in use are up-to-date



Perform periodic malware scans for systems



Comply with the Personal Data (Privacy)
Ordinance and follow the six data protection
principles