Information Security Guide for Small and Medium Enterprises

Protect Your Sensitive Data

- Theft of sensitive business and personal data
- Financial and reputational loss
- 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
- Restrict access to sensitive data to authorised personnel only
- Securely erase the data when they are no longer required
- Perform periodic malware scans for systems
- Adopt secure authentication mechanism, e.g. strong password and multi-factor authentication for access to sensitive data
- Back up sensitive data regularly, keep the backup files in a safe location and keep an offline backup copy
- Ensure that systems and security software in use are up-to-date
- Comply with the Personal Data (Privacy) Ordinance and follow the six data protection principles

Risks and Impacts of Data Leakage

- Protect your sensitive data from theft, financial loss, privacy infringement, and business interruption.