

Information Security Guide for Small and Medium Enterprises

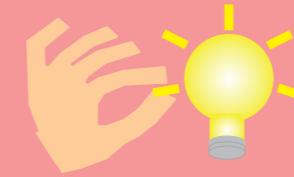
Protect Your Sensitive Data



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

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Government Computer Emergency Response Team Hong Kong



Hong Kong Computer Emergency Response Team Coordination Centre



Hong Kong Police Force



For details, please visit :

www.cybersecurity.hk