



# The Cyber Hygiene Checklist

*Identify Your Risks. Strengthen Your Security.*



For New Zealand & Australian Small  
Businesses (2- 200 Staff)

*Know where you're exposed; and what to fix  
first.*

# Why Cyber Hygiene Matters

- Most SMB breaches come from basic gaps
- Not advanced hacking
- But misconfiguration, weak access, no backups

## Framework Alignment (IMPORTANT):

CIS Controls v8.1 (IG1)

NZISM (New Zealand)

Essential Eight (Australia)

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## How to Use This Checklist

Content:

1. Work through each section
2. Tick what you have in place
3. Identify gaps
4. Score your business

This checklist shows you what should exist; not how to implement it

# Identity & Access Security

Checklist:

- MFA enabled for all users
  - Admin accounts protected
  - Strong password policy
  - Least privilege enforced
  - Old accounts removed
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# Devices & Secure Configuration

Checklist:

- Device inventory exists
  - Software tracked
  - Automatic updates enabled
  - Antivirus active
  - Firewall enabled
  - Default passwords removed
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# Data Protection & Backup

Checklist:

- Backups configured
- Backups tested
- Sensitive data identified
- Encryption enabled
- Data retention defined

# Cloud & Staff Security

Cloud Checklist:

- MFA enforced
- Email protection enabled
- File sharing controlled
- Admin roles limited

Staff Checklist:

- Staff trained
- Phishing awareness
- Incident reporting known
- Regular refreshers

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## INCIDENT + GOVERNANCE

Checklist:

- Incident response plan
- Key contacts defined
- Staff know what to do
- Basic policies exist
- Risk register created

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## Essential Eight Alignment

Checklist:

- Application control
- Patch applications
- Patch operating systems
- MFA enforced
- Restrict admin privileges
- Daily backups

Widely used by Australian organisations and increasingly referenced in cyber insurance requirements.

# Your Cyber Hygiene Score

Score	Meaning
0-20	High Risk
21-35	Moderate Risk
36-45	Improving
46-50	Strong

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## **Most businesses believe they are secure... until tested.**

Even with a checklist:

- Misconfigurations are common
- Backups fail when needed
- Security tools are incorrectly set
- Gaps exist between policy and execution

This is where businesses remain exposed.

# Free Cyber Hygiene Review

We will:

Validate your checklist

Identify hidden risks

Prioritise what to fix first

Align your business to CIS / NZISM / Essential  
Eight

Takes 15-20 minutes. No obligation.