



# ARE YOU CYBER SECURE?

## Tips to help you answer "Yes!"

Follow these tips to see how cyber aware you are and decide what you can do to improve your agency

### ENCRYPTION

Encryption is the process of converting information or data into a code, especially to prevent unauthorized access.

Enable encryption in all your data and tools when at rest or in transit, such as backup tapes and hard drives, and software.

### AWARENESS

Share your regulatory obligations with your employees and emphasize that cyber risk can impact your agency in multiple ways; financial, reputational, and regulatory. All can materially impact the sustainability of your agency.

### PASSWORDS

Use a password vault and never store password in a spreadsheet, phone memo, or on a sticky note. And, never share them.

Try this out: [How to Use a Password Manager - Consumer Reports](#)

### UPDATE

Make certain all your software and systems are up to date, and you are using the most current versions. Many updates today are security driven.

### LOCATION

If your agency operates in multiple states, be aware of what activities may trigger specific data security obligations in those other states based on the volume of business you have in there.

### ENABLE MFA

Enable multi-factor authentication (MFA) on tools in your agency.

Consider the resources available at [IDFederation.org](http://IDFederation.org):  
[Multi-Factor Authentication Best Practices](#)

### REQUIREMENTS

Review your carrier agreements to make certain you know their breach notification requirements, how they define a breach, how long you have to notify them of a breach, and how you notify them.

Review your carrier agreements for other cyber policy and/or security protocol requirements such as MFA or encryption.

