

Tip 1

Develop a 'culture of security'

Many business people simply do not include Internet security as part of their day-to-day business. It is important, though, to develop a 'culture of security'.

Businesses need to not only have e-security measures and programs in place, but also make sure staff are aware of and follow Internet security policy.

No matter how good your business procedures, people will make mistakes. Managers and staff forget to log off, do not change their passwords, or neglect to download and install the latest software patches because they are too busy.

Raising awareness about online security is an important part of protecting your online business. Never assume that staff understand the security risks they might be taking.

What you can do

Many simple and cost-effective security devices are available to ensure your computers and information systems are safe from hackers and viruses. There is a lot of information out there which can help you to develop an appropriate security program.

Create a security culture in your business by:

- having all of your current staff (and, as part of their induction, new staff) read Internet Security Essentials and follow up the resources mentioned here
- setting up a security awareness program for all system users that includes things like briefings, training sessions, clauses in employee contracts and security awareness days
- developing security procedures for your business, covering topics such as:
 1. what to do if the computer is infected with a virus
 2. what to do with unknown email messages or attachments
 3. the need for staff to disconnect their computer from the Internet when not in use to reduce exposure to unauthorised access
- making Internet security a permanent item for discussion at regular staff meetings
- using the Safety Net Online tutorial to test your current Internet security safety measures.

Home-based businesses often share their computer resources with family members. They should make sure that family members as well as employees who are using the business computer follow security measures.

Here are some Internet security resources you can find on the web:

Safety Net Online is an interactive online training course. It is available on the Asia Oceania Electronic Marketplace Association website: www.aoema.org

The Organisation for Economic Co-operation and Development (OECD) has brought out a document titled Guidelines for the security of information systems and networks. Australia helped develop these guidelines, which are available on the OECD website: www.oecd.org Once you are in the website, type the phrase 'guidelines for the security of information systems' into the search box and click on 'exact match' and then 'search'.