

How Small Businesses Can Protect Their Sensitive Data

Five Information Security Risks Small Businesses Need to Know



report that **remote and hybrid work** are **negatively affecting** their company's **ability to manage sensitive physical information**.

SOLUTION: SBLs should consider implementing and enforcing record retention and destruction policies in both office and remote work settings to help improve physical data security protocols.



surveyed assert that **digital risks** are the **greatest data protection risk** to their business today.

SOLUTION: Developing an information security strategy that prioritizes both digital and physical security risks is crucial in combating potential data breaches.



surveyed said that they **cannot keep track of changing data and information protection regulations**.

SOLUTION: Partnering with a third party can help SBLs navigate regulations and feel more confident in their organization's ability to protect sensitive data and information.



said that they collect and **destroy sensitive materials** when no longer needed.

SOLUTION: Unsure if a document needs to be shredded or not? Remember this – "When in doubt, Shred-it All."



reported **providing data protection and information security awareness training** for employees.

SOLUTION: Provide regular and mandatory information security training for all employees. New hires should also undergo in-depth information security training as part of the on-boarding process.

