MASTER
YOUR CARD

Electrifying Business Growth

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SECURING YOUR DATA AND YOUR BUSINESS

Keeping your customers' personal information secure is critical in earning and keeping their trust, and protecting your business from a costly data breach. Don't repeat the mistakes too many businesses make. Use these common sense steps to keep your customers' trust. For more tips and resources, visit **MasterYourCardUSA.org/small-business**.

STAY SECURE

Follow these tips to protect your business and prevent potential security issues:

- **Update your business software regularly:** Publishers will update their software as new vulnerabilities are detected and fixed.
- **Install firewalls to prevent unauthorized visitors into your Internet network:** Installing firewall software is yet another line of defense your small business can use to prevent data breaches.
- **Need-to-know access:** Data access should be on a need-to-know basis, so assign appropriate system permissions to each employee.
- **Use multi-factor authentication:** A two-step authentication requirement to access sensitive information in your systems is a major defense against hacking. You can learn more about this free security feature at https://www.turnon2fa.com/.
- **Automatically scan all emails and attachments:** Install and use email security software to scan all incoming emails for malware. Ask your processor for any recommended malware software your small business should be using.

ATTACK RESPONSE

Take these immediate and long-term actions if you find your business or website under attack from hackers:

- **Disconnect your systems immediately:** Make sure you disconnect from the network to keep the attack from continuing while you resolve the problem.
- **Notify your payment partners:** If you suspect a data breach, notify your bank, your processor, and the payment networks you use to make them aware of the issue. They can diagnose the issue and provide specific steps to stop the attack and minimize any liability.
- **Fix the cause:** After isolating the entry point of the hacking attempt, you might have to uninstall then re-install the affected system to remove the virus from your networks
- **Communicate with customers:** It's important to be as transparent as possible about the issue, especially if your customers are affected. Notify those who have been affected and work with them to resolve any issues they may have stemming from the data breach.

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