

## FREE

### BUSINESS AND COMPUTER SYSTEMS SECURITY AUDIT



Call Settle Computer Shop on 01729-825860 to book your FREE security check



We will do the following checks and suggest solutions to any problems identified

- Check your anti-virus and anti-malware software is up-to-date, not expired and suitable for your needs.
- Advise how your computer systems could be more fault-tolerant i.e. ensure that they keep operating correctly in the event of some common failures.
- A spare ready-to-go computer is important if your business relies on a working computer to transact business.
- Advise on disaster recovery precautions including:
  - Regular backups of data such as:
    - Office files including documents, spreadsheets.
    - Email messages, address books and account settings.
    - HMRC Basic PAYE payroll software
    - Accounting packages such as Sage and QuickBooks
    - Specialised application specific software
  - Regular backups of Microsoft Windows, programs and system settings so that computers can be quickly restored to working order following a serious hardware or software failure.
- Explain the benefits of using free cloud storage to synchronise all your data at work with your home computer, providing additional levels of data backup and an easy way to work on live data files from home.
- Advise on suitable UPS (Uninterruptible Power Supplies) to provide power to computers and peripherals in the event of a power failure and/or surge-protection devices to protect against mains electricity surges and lightning strikes.
- Suggest broadband backup solutions in case of broadband failure.
- Identify suitable alternative telephone options in case of a failure
  - VOIP
  - POTS (Plain Old Telephone System)
  - Mobile

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