1. **Safeguard data privacy.** Employee and customer data should be kept confidential and secure.

2. **Establish password management.** Your policy should cover all employees plus temporary workers. Passwords should never be shared, and password complexity standards should be established.

3. **Govern Internet usage.** Balance your need for employee productivity with restrictions based on your security concerns.

4. **Manage email usage.** Email is a favorite way for hackers to steal information. Set clear standards for message content, encryption and file retention.

5. **Govern and manage company-owned mobile devices.** Implement a formal process. At a minimum, require employees to protect their devices from theft and establish password protection.

6. **Establish an approval process for employee-owned mobile devices.** Employees who have access to company information via their personal devices accept the limitations and controls imposed by the company.

7. **Govern social media.** Active governance can help make sure employees speak within company guidelines and follow data privacy best practices.

8. **Oversee software copyright and licensing.** Adhere to the terms of software usage agreements and employees should be made aware of any usage restrictions.

9. **Report security incidents.** All employees and contractors should know the procedure for reporting incidents of malware and what steps to take to help respond.

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