

**SIGNAL**



# TAMING TECHNOLOGY

**SIGNAL BIZHUB  
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# This month at the BiZHUB...

.....we've been learning how to tame technology.

Technology plays a significant role in all businesses, whether you're reliant on it for e-commerce, bookings, storage, communications... it's pivotal for the efficient day-to-day operations of most companies. But, is it always safe, secure, and compliant...?

In our first session with Blucando's Ben Fielding, we looked at best practices for digital storage and security; a crucial element to get right, not only for your business efficiency but in order to remain GDPR compliant.

Missed it? [Catch up here!](#)

Let's look at some exercises from Ben's session so we can start putting these learnings into action...

Where is your data?

Can you easily list all the places where your data may be stored?

Can you provide evidence of where your data is stored?

Do you know how/where your suppliers store personally identifiable data?

Have you asked your suppliers, or anyone processing your data whether they have the right (GDPR) processes in place? Have they provided evidence?

Are you using the latest copies of your data?

Do you backup and keep copies of your data?

Do you have a policy in place for reviewing, updating or replacing old files or templates?  
Is version control enforced? Who manages changes and when?

Who accesses your company data and how is accessed controlled?

Who?

How?

# You read my mind...

Our second speaker of the month was magician, mind reader, and hypnotist, Paul Newton! Paul talked us through the password protocol, the dos and don'ts of password protection.

Did you miss it? [Click Here.](#)

How many people (%) use the same password across multiple locations?

Should you update your passwords regularly?

Microsoft advises: "If a password is never stolen, there's no need to expire it. And if you have evidence that a password has been stolen, you will presumably act immediately rather than wait for expiration to fix the problem."

What are four ways of encouraging password security for you and your team?

1:

2:

3:

4:

## Key NIST: National Institute of Standards and Technology password guidelines

- Minimum length of 8 characters – However it is recommended that you use 20+ characters to prevent brute force attacks cracking your password quickly.
- The maximum length of at least 64 characters if chosen by the user.
- Use ASCII characters (including space) and Unicode characters. Like: !"£\$%^&\*()\_+:@<>
- Do not use names of pets, people, or other common dictionary words.
- Use a complex phrase or a random string generated by your password manager.
- Check prospective passwords against a list that contains values known to be commonly used, expected, or compromised. A good password manager will do this.
- Turn on multi-factor authentication (MFA) also known as two-factor authentication (2FA).

Do you use a password vault or generator and do you understand the potential benefits for your business?

## Here are your tasks and key takeaways from both talks...

If you can tick off all the following items you will have acted upon the key takeaways from both talks and have taken a major step towards protecting your precious data.

- I can evidence where my data is
- Everyone can find the latest version
- I know who can access my data
- I can easily control access to data
- My passwords are strong and protected

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