
Data Security: Best Practices

CyberPeace Institute

The logo for CyberPeace Builders is a black square containing the words "cyber", "peace", and "builders." in white, lowercase, sans-serif font, stacked vertically. A small white square is at the end of the word "builders.".

cyber
peace
builders. ■

Why it matters

Data loss leads to

Mistrust leads to

Financial loss and reputational damage leads to

The End

Practical recommendation #1: Risk management

Know what you are protecting, face the risk and prioritize

- Identify crown jewels (data, IT/OT, hardware, people)
- Identify risks (likelihood x impact = risk)
- Avoid, mitigate, transfer or accept the risk
- Strategize based on the priorities

Practical recommendation #2: Control access

Avoid intruders

- Turn on MFA on all accounts (Google Workspace / Microsoft 365 (built-in MFA)
- Use password manager (Bitwarden, 1Password Non Profit program)
- Do not allow shared passwords
- Implement a structured on- and offboarding process of staff, volunteers and related accounts (Trello)

Practical recommendation #3: Secure your devices

Remote working leads to new risks

- Turn on automatic updates on all devices
- Enable encryption (Bitlocker, FireVault)
- Set up screen locks
- Use USB blockers when travelling

Practical recommendation #4: Use safe cloud storage

No more USBs or personal drives

- Use Google Workspace or Microsoft 365 for Nonprofits - encryption and backups by default
- Always check who can access your files - Avoid 'Anyone with a link'

Practical recommendation #5: Train and talk about security

No more shaming and more training

- Create a safe space where people dare to report mistakes
- Create a security awareness culture where all staff and volunteers feel encouraged to keep their eyes and ears open
- Provide trainings that are not boring or feel mandatory

Practical recommendation #6: Focus on resilience instead of security only

Pray for the best, prepare for the worst

- Test your backups regularly
- Have a disaster recovery plan for your IT assets
- Know how to call when a crisis hits
- Set up a crisis plan and practice yearly

Recap

1. **Manage your risks**
2. **Control access to your data and systems**
3. **Secure your devices**
4. **Use safe cloud storage**
5. **Train and talk about security**
6. **Prepare for the worst**

“You don’t need big budgets. You need good habits.”

Resources

- **CyberPeace Builders Program (best idea)**
- **Google/Microsoft for Nonprofits**
- **TechSoup Security Resources**

Thank you!

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