

# 7 THINGS YOUR EMPLOYEES SHOULD DO TO KEEP COMPANY DATA SAFE

Data privacy is the responsibility of all employees at an organization, so it's crucial to train employees on best practices to keep company data secure and private. Here are 7 things to include in your training program:

1

## Promptly Install All System & Software Updates

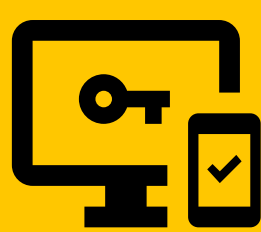
Make sure your employees' work computers and devices have updated antivirus software and that the latest updates are installed on their browsers and other online tools.



2

## Use Two-factor Authentication (2FA)

Require your employees to enable 2FA on every device, app, and online account that supports it. This ensures that cybercriminals won't be able to access their device or account even if they steal an employee's password.



3

## Employ Good Password Practices

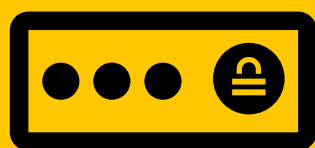
Require employees to use strong, unique passwords for all of their devices, apps, and online accounts.



4

## Use a Business or Enterprise Password Security Platform

Require all employees to use a password manager such as Keeper. This makes it easy to follow good password practices.



5

## Follow All Company Policies on Device Use

Develop an acceptable use policy for work devices and enforce it. Don't allow employees to use personal devices for work, or vice versa, unless they get prior approval. Instruct employees to never allow anyone else to access their work devices or accounts.



6

## Avoid Unsecured Public Wi-Fi

Public Wi-Fi hotspots are notoriously insecure. Instruct your employees to tether to their mobile phone's data instead. If they must connect to public Wi-Fi, require them to use a virtual private network (VPN).



7

## Ask Questions & Seek Technical Support

Instruct your employees never to guess at a solution if they're not sure about something. Instead, have them reach out to the IT team for assistance.



Want to see why Keeper Security was named an SMB, Mid-Market, **and** Enterprise leader by G2? Schedule a demo of our enterprise password management platform and we'll show you. Plus, we'll give you a **free 3-year personal plan** just for attending!

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