IT Security Commandment #5:

Thou Shalt Keep All Policies Up to Date

There is an old proverb attributed to some writings by Sir Edwin Sandys, one of the English colonists responsible for settling Jamestown, Virginia—"Honesty is the best policy." While we cannot argue that point, we can posit that when it comes to managing a business these days, there are many other policies that are important! A strong management team in any organization will ensure that key policies are created, updated, shared, and enforced as necessary. They can range from the high-level types such as Equal Opportunity, Travel, and Code of Conduct, down to the more mundane such as Vacation, Work from Home and even Inclement Weather policies. These are all necessary to set and manage expectations and establish accountability and compliance across an enterprise.

IT Security Policies and Cybersecurity Insurance
Are Vital to the Security of Your Organization.

From our perspective as a business focused on Information Technology Consulting to maximize productivity and security for our clients, IT Security Policies are vital as well as a cybersecurity insurance policy! Putting in place and compelling adherence to an IT Security Policy is a way to protect an organization from leaks, attacks, and breaches. Organizations of all sizes need to protect and insure their vital information and operations. IT Security Policies combined with a quality cybersecurity insurance policy can do just that.

Which IT Security Policies Need to be Kept Up to Date?

Here is an overview of some key IT security policies to consider and keep up to date:

Access Control Policy. This delineates who/what departments are able to access certain key information and data and even locations/workspaces.

Acceptable Use Policy. This informs what and how company-owned devices, equipment, and software can or cannot be used. For example, it may limit access to some types of websites or forbid use of personal devices for company purposes.

Take Note

Windows Server 2012 EOL
Windows Server 2012 will reach its end of life on October 10th. With no security patches beyond this date, your applications and data will be vulnerable—putting your company at risk. No time like the present to make plans before it's too late.

Public Service Announcement
Microsoft warns that foreign state-sponsored hackers have been launching sophisticated cyberattacks targeting businesses. Read more on our blog.

If you would rather receive our newsletter via email, sign up on our website or send an email to resource@it-radix.com

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www.it-radix.com/blog

Thou Shalt Keep All Policies Up to Date

Data Classification Policy. This is designed to provide a way to identify the sensitivity and importance of company data and the proper handling of that data. It aligns with the access control policy—which is the human side of the coin versus this, which is the information side.

Data Security Policy. This governs everything from the physical security of company IT hardware and systems to the software type, access, and security measures to be used by each end user. As an example, it may forbid using public Wi-Fi and oblige all departments to update software and hardware according to a set schedule.

Disaster Recovery Policy. This outlines the specific roles, responsibilities and procedures for all key players and departments when responding to a major unplanned incident such as criminal activity, natural disaster, or cyber breach. When done correctly, everyone knows what to do if an unexpected occurrence transpires.

Incident Response Policy. This could be seen as part of the Disaster Recovery Policy, but its focus is on the processes and roles engaged in response to a security incident. It details triage procedures, escalation rules, notification rules, etc.

Email and Communication Policy. Fairly straight-forward, this makes sure that all staff are accountable for their actions when using company email. The most important piece of this is protecting against data breaches, but it can also include ways to minimize time-wasting activities.

Personal/Mobile Device Policy. Another straight-forward policy that covers smartphones, tablets, e-readers, flash drives, etc. that are not company owned. The policy governs use or limits use of these devices as it relates to creation, viewing, storage and transmittal of organizational information.

Remote Access Policy. This important item contains all guidelines for any connection to an organization's technology infrastructure from outside the core office. It helps to clarify ways that information can remain secure while staff are remote.

Cloud Policy. This describes the proper ways that organizations can operate systems in the cloud and another way to secure information and protect staff from making an inadvertent vulnerability come to be.

While the above is not an exhaustive list, it does provide recommendations on ways to keep this commandment of IT security. Strong IT security policies give everyone critical guidelines that when followed help keep the organization safe and secure. Additionally, all these policies help an organization obtain a cyber insurance policy that is well suited for their needs while also being cost effective.

To learn more about these policies or to get help with creating and/or implementing any of them, please reach out to us here at IT Radix. We're dedicated to helping your organization grow and prosper.

Service Spotlight: Secure Your Microsoft 365 Environment

Microsoft 365 comes with a lot of features to protect your data against today's threats. If you create a new tenant, some **but not all** of these security features are enabled by default. Existing tenants, however, will need to keep up with the new security features and enable them manually to secure Microsoft 365.

Let IT Radix advise you of the optimal configuration of tenant-wide settings that will enhance the security of your Microsoft 365 environment.

Special Offer: 1-hour consult to review your Microsoft Security Score through 7/31/23

When Was Your Last Microsoft 365 Security Check-Up?

Good cybersecurity health has become required for all of us, but the adage "out of sight, out of mind" seems to apply as over the past two years, Microsoft has introduced a myriad of new and improved security features that you may not be thinking about leveraging.

Like dental hygiene, your Microsoft 365 cybersecurity health needs regular check-ups and cleaning to determine what protections you have or need to enable. Happily, IT Radix can make your Microsoft 365 check-up pain free.

Here's a small taste of what has changed:

- Enforcing MFA (multi-factor authentication) on **ALL** mailboxes. If you do not currently have MFA enabled, you will be prompted to configure it during logon. It's easy—like putting on a seat belt—so we recommend you just do it!
- Disabling support for insecure legacy email protocols which may impact devices such as scanners or applications like voicemail or accounting systems.
- Creating geo-location specific policies to prevent logins from foreign countries.
- Displaying context-specific safety tips to users within email messages to ensure they review and handle suspicious emails appropriately.
- Setting data classification labels to help protect data from illicit access.
- Enabling Teams meeting management features such as allowing only invited users automatically, more secure presentation controls, and more.
- Managing external sharing settings such as link expiration or forwarding restrictions.
- Setting inactivity sign-outs and more.

You may assume these new security features are enabled by default, but this simply is not the case. Why? In some cases, these changes are transparent (great); however, in some cases, these changes may cause things to stop working as you expect (not so great).

We're happy to review your Microsoft account and advise of any potential issues. Check out our special offer for more info!

Immerse Yourself

Microsoft Edge's Immersive Reader is a built-in tool that enables you to customize how you read online for an easier, more accessible experience.

Immersive Reader removes all the ads and noise that clutter the page and makes the text easier to read. You also have the option to read aloud (customize the voice by gender and accent), change the font size/style, and select additional reading preferences like line focus (highlight one line at a time). You can even translate the text into another language.

While on a website in Microsoft Edge, click on the "Enter Immersive Reader" icon on the address bar or press F9 to toggle in and out. If you don't see this icon on your screen, select the text that you want to read, right click, and select "Open in Immersive Reader."

Immerse yourself and enjoy the read!

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Referrals are the best form of compliment! We would like to thank the following for referring us to their friends and colleagues:

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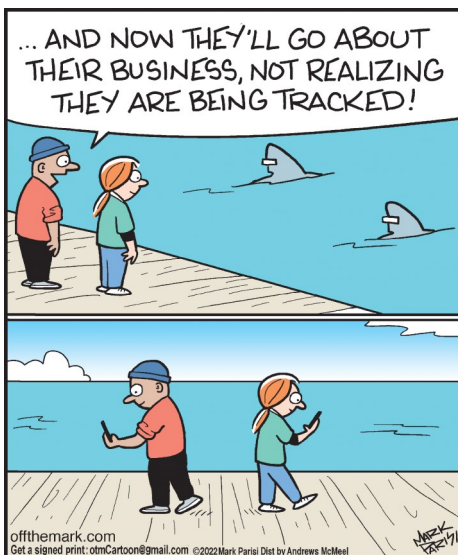Visit us to learn more about our Referral Rewards Program!

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49 S. Jefferson Road
Whippany, NJ 07981

Inside This Issue

- ● Ways to protect an organization from leaks, attacks, and breaches

- ● How to leverage Microsoft's myriad of new and improved security features

- ● How to customize how you read online for an easier, more accessible experience

IT Radix Family and Friends
321 Delighted Clients Drive
Geekville, NJ USA

"We never know the worth of water till the well is dry."
— Thomas Fuller

... AND NOW THEY'LL GO ABOUT THEIR BUSINESS, NOT REALIZING THEY ARE BEING TRACKED!

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From the desk of Cathy Coloff

Like many, I'm looking forward to some summer travels and spending some time on the beach. The first week of July is National Beaches Week. I'm not a fan of sand, but it's a perfect time to remember the sounds of waves rushing in and out. And while I may not be feeling the sea breezes firsthand, the mere thought of it brings me a sense of calm and relaxation for a few minutes. As we tread into the era of AI and advanced technologies, I've been reading about how tech is transforming our beaches and helping preserve and protect our precious coastlines. Technology notwithstanding, I'm always stopping to pick up any trash I encounter as I walk along—I hope you'll join me in this endeavor and help keep our beaches clean.

Walking is a favorite activity of mine, especially with Reid, our beloved dog. He hasn't been to the beach, but he does enjoy "putting his toes" in the river in Vermont. Often while we stroll along, I listen to an audiobook, a podcast or one of the episodes from the "Time to Walk" series on Apple Fitness. Sometimes, I just listen to the wind rustling through the trees, the birds sing, or the creek babble. What's your favorite tech gadget to make your time outdoors more enjoyable and convenient?

Whether your toes are in the sand or you're daydreaming from your office chair, I hope you'll take a few moments to take a "trip to the beach" this summer!

Cathy