

## Technology & data protection

**How do I **find the right tools** to make my work easier and keep my information safe.**

Whether you're just starting a business or have been at it for a while, thinking about the information and data you collect is crucial. Where does it go, how is it stored, what's done with it, and most importantly, how to keep it safe?

**Choosing the right technology is fundamental to the success of your business.**

**Whether you are starting out or have an established business you should think about the information and data that you will collect, where and how you will store it, what you will do with it and how you will keep it safe.**

Choosing the right IT solution(s) can make your business efficient and help keep your data safe. The policies you have in place for data protection and confidentiality, cyber and physical security and for upgrading your hardware and systems will also have a beneficial impact on your business.

Training your staff on how you use your systems and, perhaps more importantly, on how to handle the information your business collects is vital to keeping your data secure. From recognising a phishing email & knowing what to do with it, to knowing if and when to share confidential client information, your staff are at the front line of keeping your systems and data secure.

Check out these pages for down-to-earth advice on keeping your data safe and your business secure online. There's more information through the external links, too.

## Download



**Our IT Toolkit for Start-ups and SMEs**

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