American Arbitration Association® | International Centre for Dispute Resolution®

AAA-ICDR® Cybersecurity Checklist

General Best Practice

- ❒ Limit requests for and acceptance of sensitive information
- ❒ Avoid using free WiFi; use a personal hotspot instead
- ❒ Use a Virtual Private Network (VPN) service if using free WiFi cannot be avoided
- ❒ Report security incidents
- ❒ Take regular security awareness training
- ❒ Implement a document retention policy
- ❒ Back-up your critical data
- ❒ Buy cybersecurity insurance

PC/Laptop/Mobile Devices

- ❒ Lock PC, laptop and mobile devices with a password or pin
- ❒ Turn on full disc encryption on all devices
- ❒ Encrypt thumb drives *(password required)* and any other removable drives
- ❒ Use anti-virus software; update regularly
- ❒ Set-up and consistently accept automatic updates for PC, laptop and mobile devices
- ❒ Do not use PC/laptop administrative logon account for daily work; create a separate, limited-privilege account instead
- ❒ Turn on mobile device Wi-Fi only when needed
- ❒ Turn off Bluetooth when not in use
- ❒ Use a privacy screen

Email

- ❒ Avoid using free/personal email for case communications
- ❒ Don't email sensitive documents; use cloud storage or secure file transfer services instead
- ❒ Confirm sender before opening attachments or clicking on links

Password Hygiene

- ❒ Use complex passwords or pass phrases
- ❒ Keep passwords private *(do not write down or share)*
- ❒ Use different passwords for different accounts; consider using a password manager
- ❒ Opt NOT to have your browser save passwords
- ❒ Use multi-factor authentication whenever offered for all your accounts