# Therapist/Counsellor Cyber Checklist

BLACK SWAN
CYBER SECURITY SOLUTIONS

**A simple guide to protecting your notes, emails and client information.**

## 1 Your Devices

- [ ] Your laptop is encrypted
- [ ] Your mobile and tablet have a PIN or password
- [ ] Your device locks automatically after a few minutes
- [ ] Your software updates automatically
- [ ] You do not share devices that hold client notes

## 2 Your Notes

- [ ] Session notes are stored in a secure location (not unprotected documents)
- [ ] Notes are not kept on USB sticks
- [ ] Notes are not stored in your email inbox
- [ ] Notes are not stored on shared family computers
- [ ] Any cloud system used has secure login enabled

## 3 Your Email

- [ ] MFA (two-step verification) is turned on
- [ ] You can recognise suspicious or unusual emails
- [ ] You avoid sending full client details via unprotected email
- [ ] You delete ID documents from your inbox once stored securely
- [ ] Your email app is updated and password-protected

## 4 Your Passwords

- [ ] You use strong passwords
- [ ] You do not reuse passwords across accounts
- [ ] You store passwords securely (password manager optional)
- [ ] Your email password is unique

## 5 Your Intake Forms & Documents

- [ ] Client intake forms are stored securely
- [ ] ID documents are not kept in email inboxes
- [ ] You have a clear process for storing and deleting documents
- [ ] You avoid using WhatsApp for sending sensitive information

## 6 Your Environment

- [ ] You do not leave devices unlocked in shared spaces
- [ ] You avoid saving client information on shared or public Wi-Fi
- [ ] You only access client files from your own secured devices

## 7 Your Practice

- [ ] You know how to spot common scams
- [ ] You have someone to contact if something looks suspicious
- [ ] You know what to do if a device is lost or stolen
- [ ] You test access to your notes from a backup location (if used)

## 8 Quick Wins to Strengthen Confidentiality

- [ ] Turn on MFA today
- [ ] Enable device encryption
- [ ] Move notes out of email inboxes
- [ ] Delete ID documents once stored securely
- [ ] Update all apps and devices

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# Want support?

If you'd like help securing your notes, email and devices, we offer a calm, simple service designed specifically for therapists.

Black Swan Security Solutions


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