BLACK SWAN
CYBER SECURITY SOLUTIONS

Cyber Security for Trades

Keep your jobs running, tools connected and business protected

You're on sites, in vans and at customer homes. You use your phone for quotes, tablets for plans and laptops for invoicing. But with all that moving around and public Wi-Fi, security can slip through the cracks. This simple checklist keeps your business data, customer info and payments safe without the tech jargon.

Your Devices

- [ ] Lock your phone, tablet and laptop with a PIN or fingerprint
- [ ] Turn on automatic updates to stay protected
- [ ] Install antivirus software on all devices
- [ ] Set your screen to lock after a few minutes
- [ ] Never leave devices in vans or site cabins overnight
- [ ] Back up regularly: quotes, plans, photos, everything

> **Pro Tip:** Enable remote lock/wipe so if your phone gets nicked, you can protect your data.

Emails & Messages

- [ ] Always check who sent it before clicking links
- [ ] Turn on two-step verification (2FA) for your email
- [ ] Never share bank details or passwords via text/WhatsApp
- [ ] Watch for dodgy invoices pretending to be from suppliers
- [ ] Delete fake messages asking for urgent payments

> **Pro Tip:** If something feels off, ring them directly. Don't reply to the message.

Passwords

- [ ] Use different passwords for email, banking and supplier sites
- [ ] Make them long: three random words work great (e.g. HammerRiverCloud)
- [ ] Better yet, use a password manager to remember them
- [ ] Change it if you think someone else knows it

> **Pro Tip:** Never share passwords with staff, subcontractors or anyone.

Public Wi-Fi

- [ ] Avoid free Wi-Fi for anything sensitive. Use mobile data instead
- [ ] Don't use customer or café Wi-Fi for banking or quoting
- [ ] If you must, use a VPN app or trusted hotspot
- [ ] Protect your phone's hotspot with a strong password

> **Pro Tip:** Public Wi-Fi is like shouting across a crowded pub. Anyone can listen in

Invoices & Payments

- [ ] Double-check bank details before every transfer
- [ ] Confirm payment changes over the phone, not email
- [ ] Store invoices securely in cloud storage
- [ ] Check for the padlock icon when using banking apps

Pro Tip: Fake invoice scams target trades constantly. Always verify before paying.

Customer Info & Photos

- [ ] Store customer details securely, not just in your phone gallery
- [ ] Don't post photos showing addresses or customer details online
- [ ] Delete old customer data when jobs are done
- [ ] Password-protect important documents and plans

Pro Tip: Treat customer data like your tools. Don't leave it lying around.

Your Team

- [ ] Everyone gets their own login. No sharing passwords
- [ ] Remove access when someone leaves
- [ ] Make sure everyone does basic cyber training each year
- [ ] Remind the team not to click dodgy links

Pro Tip: One person's mistake can compromise the whole business

Backups

- [ ] Back up quotes, drawings and accounts to the cloud
- [ ] Test your backups every few months. Make sure they actually work
- [ ] Use automatic backup for photos and job sheets

Pro Tip: Cloud storage is handy but it's not a proper backup unless you can restore old versions.

Quick Wins Checklist

- [ ] Turn on 2FA for email
- [ ] Get a password manager
- [ ] No public Wi-Fi for banking
- [ ] Encrypt your laptop
- [ ] Auto-backup job files
- [ ] Verify all payment details
- [ ] Get Cyber Essentials certified
- [ ] Install antivirus on all devices

Need a Hand?

We help trades and small businesses protect their data without complicated tech talk

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