



# CyberSecurity Checklist

## For nonprofits + Charities

By Xtreme Productivity

### People + Policies

- ☐ All staff/volunteers trained on phishing awareness (annually or more)
- ☐ Regular simulations or testing for email threats
- ☐ Password hygiene covered in onboarding (no reuse, no sharing)
- ☐ Written policy for acceptable device, software, + data use
- ☐ Bring-your-own-device (BYOD) + remote work policy in place
- ☐ Incident response plan (who does what, when)

### Devices + Access Control

- ☐ Multi-factor authentication (MFA) turned on for systems where possible
- ☐ Staff use password managers, not browsers or notebooks
- ☐ Role-based access to sensitive data (least access necessary)
- ☐ Remove or deactivate accounts when staff leave
- ☐ Endpoint protection on all staff + shared devices
- ☐ Devices auto-lock after inactivity

### Communication

- ☐ Phishing filters + spam rules enabled
- ☐ Email spoofing protection (e.g., SPF, DKIM, DMARC) configured
- ☐ No generic inboxes with admin access (e.g. info@ with high-level permissions)
- ☐ Staff understand risks of clicking unknown links
- ☐ Internal requests for payment/changes verified

### Data + Cloud Security

- ☐ Automated backups of files, systems, + databases stored in secure locations
- ☐ Microsoft 365 or Google Workspace security settings reviewed
- ☐ Admin permissions reviewed quarterly
- ☐ Conditional access rules in place (e.g., block unknown logins)
- ☐ Data stored in line with local regulations
- ☐ Encrypted backups (at rest + in transit)

### Monitoring + Ongoing Improvement

- ☐ Antivirus + endpoint protection up-to-date
- ☐ Microsoft Secure Score or similar tool used to track progress
- ☐ Devices patched + updated regularly (OS + apps)
- ☐ Cybersecurity risk reviewed annually with an external partner
- ☐ Insurance reviewed or in place for cyber incidents
- ☐ A trusted IT or security partner on call for emergencies



### Want help with any of this?

You're not alone. We help nonprofits build affordable, layered cybersecurity strategies. Just email [hello@xp360.com](mailto:hello@xp360.com) or contact us via our website [xp360.com](https://xp360.com)