AdaptiveComms
Phones | IT | Cyber | Data Networks | WiFi

Cyber Security

Your Guide to our 12 top tips to stay cyber secure!

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THE CYBER RESILIENCE CENTRE FOR THE NORTH WEST

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CYBER ESSENTIALS CERTIFIED

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From The Owner

Cybersecurity has never been more important. Every day, businesses of all sizes face threats — from phishing scams to ransomware attacks — that can disrupt operations, damage reputations, and result in significant financial losses.

That's why we've created this booklet of 12 Top Tips to Stay Cyber Secure. Inside, you'll find straightforward advice to help protect your business, your data, and your people. These tips are practical steps you can take right now — from using strong passwords and multi-factor authentication to training your staff and keeping your systems updated.

But staying cyber secure isn't just about one-off actions; it's about having the right processes, monitoring, and support in place. If this guide makes you realise there's more you could be doing, we're here to help. Our team specialises in building robust cybersecurity solutions that give you peace of mind and keep your business running safely.

Take a few minutes to read through these tips — then let's talk about how we can work together to make your business cyber secure.

Regards,

J Brayshaw

James Brayshaw
Owner, AdaptiveComms

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Strong, Unique Passwords

Using a password manager is one of the easiest and most effective ways to keep your accounts secure. Instead of trying to remember multiple complex passwords, a password manager stores them safely in one place, allowing you to create strong and unique passwords for each account. By giving every account its own password, you reduce the risk of a single breach compromising all of your information, ensuring better overall protection for your digital life.

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Enable Multi-Factor Authentication

Always use multi-factor authentication to keep your accounts safer. Instead of relying only on a password, MFA adds another checkpoint - like a code to your phone or a quick fingerprint scan. That way, even if someone gets your password, they still can’t get in. It’s a simple step that makes your security much stronger and gives you peace of mind knowing your data is better protected.

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Recognise And Report Phishing

Learn the telltale signs of phishing emails and report them right away. Scammers often use fake addresses, urgent language, or suspicious links to trick you into sharing sensitive information. By slowing down, double-checking details, and never clicking on anything that looks off, you can avoid falling into their trap. If something feels suspicious, don't ignore it - report it immediately to keep both your information and your organisation safe.

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Be Wary Of Unsolicited Calls

Always verify the caller before even considering providing information over the phone. Scammers often pretend to be banks, tech support, or even coworkers to trick you into sharing sensitive details. If you weren't expecting the call or something feels off, hang up and call back using a trusted number. Taking a moment to confirm who's really on the line can save you from a massive security risk.

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Use Secure WiFi Networks

Avoid public WiFi as much as possible, or use a VPN to encrypt your connection. Open networks, like those in cafes, airports, or hotels, are prime targets for hackers who can intercept your data with ease. By sticking to secure networks or using a VPN, you protect sensitive information such as passwords, emails, and financial details from prying eyes. A small precaution like this can go a long way in keeping your data safe while you're on the go.

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Know Your Disaster Recovery Plan

Be aware of your disaster recovery plan so that if the worst should happen, you know exactly what to do. Whether it's a cyber attack, system failure, or data loss, having a clear plan in place helps you respond quickly and minimise damage. Make sure you understand the steps, know who to contact, and keep important information accessible. Being prepared not only reduces stress in a crisis but also gets your business back on track faster.

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Keep Penetration Testing

Regularly use authorised simulated attacks to find IT vulnerabilities before real ones occur. These controlled tests help uncover weaknesses that hackers could exploit. By identifying gaps early, our team can patch issues, strengthen defenses, and stay one step ahead of potential threats. Proactive testing like this is a smart way to keep your system resilient and your data safe.

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Avoid Suspicious Downloads

Don’t download files from untrusted or unknown sources, and always double-check links and applications. Cybercriminals often disguise malware inside what appears to be harmless attachments or software, waiting for someone to click without thinking. By taking a moment to verify the source and ensuring it’s legitimate, you greatly reduce the risk of infecting your device or compromising sensitive data. A little caution up front can save you from big security headaches later.

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Use Secure Channels Of Communication

When communicating online, make sure to put your info and conversations into known and reputable channels. Using trusted platforms with strong security features helps protect your messages from being intercepted or tampered with. Avoid sharing sensitive details over unverified apps, unknown websites, or unsecure chat tools, as these can expose you to unnecessary risks. Sticking to reliable channels ensures your communication stays safe and private.

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Have Role-Based Access Control

If you must share a password, grant access based on predefined user roles to maintain system security. Not everyone needs full control, and limiting access ensures that each user can reach the information and tools necessary for their role. This minimises the risk of accidental changes, misuse, or security breaches. By applying role-based access, you maintain tighter control and protect sensitive areas of your system.

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Encrypt Your Files

Use this security process to scramble any readable data, making it inaccessible to unauthorised users. This technique, known as encryption, protects sensitive information by converting it into a coded format that can only be unlocked with the right key. Even if attackers manage to intercept the data, they won't be able to make sense of it. By encrypting files, emails, and communications, you add a strong layer of defense that keeps your information secure both in storage and in transit.

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Use Anti-Virus Software

Install this software so it runs automatically to prevent, scan, detect, and remove viruses. Antivirus programs act as a protective shield, constantly monitoring your system for malicious activity. By running in the background, they catch threats early, block dangerous downloads, and remove harmful files before they can do damage. Keeping your antivirus software updated and active ensures you're always protected against the latest threats without having to think about it.

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Our 12 Cyber Security Tips

1 Use Strong Unique Passwords

Make use of a password manager and give each of your accounts a different password

2 Enable Multi-Factor Authentication

Always opt for multi-factor authentication to add an extra layer of security over just your password.

3 Recognise And Report Phishing

Learn the telltale signs of phishing emails and report them right away.

4 Be Wary Of Unsolicited Phone Calls

Always verify the caller before even considering providing information over the phone.

5 Use Secure WiFi Networks

Avoid public WiFi as much as possible or use a VPN to encrypt your connection.

6 Know Your Disaster Recovery Plan

Be aware of your disaster recovery plan so that if the worst should happen, you know what to do.

7 Keep Penetration Testing

Regularly use authorised simulated attacks to find IT vulnerabilities before real ones occur.

8 Avoid Suspicious Downloads

Don't download files from untrusted or unknown sources, and always double-check links and applications.

9 Use Secure Communication Channels

When communicating online, make sure to put your info and conversations into known and reputable channels.

10 Have Role-Based Access Control

If you must share a password, grant access based on predefined user roles to keep the system restricted.

11 Encrypt Your Files

Use this security process to scramble any readable data, making it inaccessible to unauthorised users.

12 Use Anti-Virus Software

Install this software so it runs automatically to prevent, scan, detect, and remove viruses

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Why AdaptiveComms

AdaptiveComms is dedicated to keeping your business cyber secure by providing reliable, tailored solutions that protect against attacks and threats. With over 20 years of experience in the Telecoms and IT industry, we understand what it takes to keep businesses connected, productive, and safe in the digital age. From superfast broadband and efficient call handling to advanced security measures, our goal is simple: to equip your workforce with the very best tools to get the job done. Backed by exceptional customer service and personalised support, we give you complete peace of mind knowing your business is in safe hands.

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WIN A FREE NETWORK HEALTH CHECK

Network Health Check

Absolutely No Commitment

Our Findings Report

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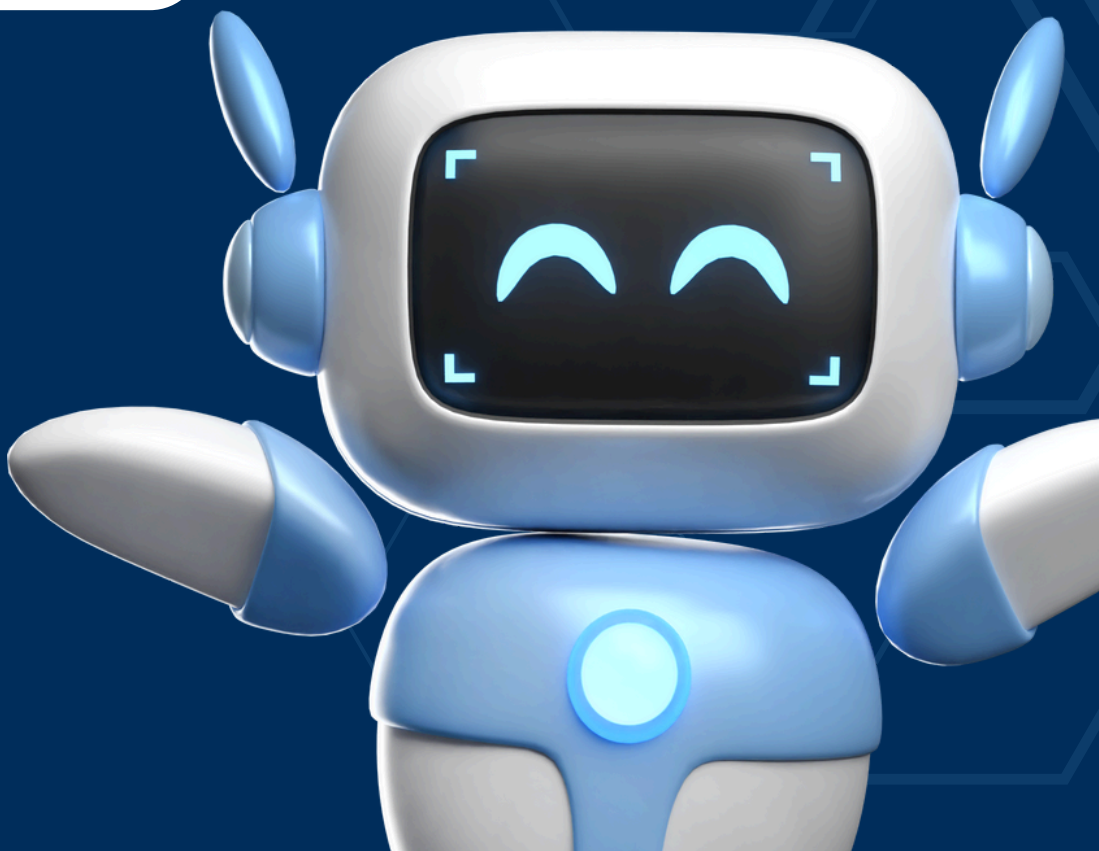

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Don’t let cyber threats slow your business down. Our 12 cybersecurity tips are designed to give you simple, practical steps to keep your organisation safe - but you don’t have to do it alone. With over 20 years of experience, AdaptiveComms provides the protection, technology, and expert support your team needs to stay productive and secure. From reliable connectivity to advanced security solutions, we’ll help your workforce operate smarter, faster, and safer every day. Let us help you strengthen your cybersecurity, and contact us today!

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