Australian Government

Australian Taxation Office

Security tips for business

Information security is an important aspect of your business.

It is important you keep all your business and client information secure. If your data is lost or compromised, it can be very difficult or very costly to recover.

We developed these tips in consultation with the Cyber Security Working Group (CSWG), a group of tax practitioner industry groups and other industry partners, such as software developer associations, who are working with us to combat the growing threat of identity theft and cybercrime.

Ensure your passwords are strong and secure, and use multi factor authentication where possible. Regularly change passwords, and do not share them

Remove system access from people who no longer need it, and limit access to only those needed to do their role

Ensure all devices have the latest available security updates and run weekly anti-virus and malware scans

Do not use USB or external hard drives from an unfamiliar source

Use a spam filter on your email account and do not open any unsolicited messages. Be wary of downloading attachments or opening links in emails you have received, even if they're from a person you know

Secure your wireless network and be careful when using public wireless networks. Avoid transacting online where you are using public or complimentary Wi-Fi

Be vigilant about what you share on social media – try to keep personal information private and be aware of who you're interacting with

Monitor your accounts for unusual activity or transactions

Use a PO Box, or ensure your mail is secure

Do not download programs or open attachments unless you know the program is legitimate

Do not leave your information unattended – secure your electronic devices

More information

If you have been the victim of identity theft, contact iDcare on **1300 432 273**.

More information on identity security is available from:

idcare.org.au

ato.gov.au/identitysecurity

acorn.gov.au

scamwatch.gov.au

Supporting Cyber Security Working Group Associations:

- The Tax Institute
- Tax Practitioners Board
- CPA Australia
- Institute of Public Accountants
- Australian Business Software Industry Association
- Chartered Accountants Australia and New Zealand
- Institute of Certified Bookkeepers

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