CHECKLIST · TECHNOLOGY

What ‘the cloud’ actually is, explained through a café

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- [ ] **List every cloud service your café uses.** Include email, accounting, bookings, file storage and your website.
- [ ] **Turn on multi-factor authentication for each one.** Use the strongest option offered; the ACSC recommends phishing-resistant methods.
- [ ] **Check who has access.** Remove former staff and give everyone else only the access their job needs.
- [ ] **Ask each provider who backs up your data.** Find out whether backups are included, cost extra or are up to you.
- [ ] **Test a restore.** Recover one deleted file or old version to prove your backups actually work.
- [ ] **Check where your data is stored.** In Microsoft 365, open the Data Location card in the admin centre; for other services, ask the provider.
- [ ] **Check for sign-in alerts.** Ask each provider whether it warns you about logins from unfamiliar devices, and turn it on if so.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.