

**01**



### **Enforce Strong, Unique Passwords**

Avoid predictable passwords like "Nonprofit123!" Use long, complex passwords for email, CRM, and cloud platforms.

**02**



### **Activate Multi-Factor Authentication on All Accounts**

Add an indispensable layer of protection for donor, accounting, and email systems.

**03**



### **Verify Donation and Volunteer Links Before Clicking**

Scrutinize all donation-related emails. Confirm sender legitimacy; never click suspicious links.

**04**



### **Use Only Organization- Approved Tools**

Employ your nonprofit's authorized CRM, file storage, and email platforms—avoid personal accounts or drives.

**05**



### **Protect Donor and Beneficiary Information**

Never store or share sensitive information in unsecured documents or via unencrypted email; avoid public discussions.

**06**



### **Report Lost Devices Immediately**

Notify IT or supervisors instantly if devices go missing, regardless of ownership.

**07**



### **Prohibit Sharing Login Credentials**

Every user must maintain their own login; shared credentials compromise audits and security.

**08**



### **Keep Software Current**

Apply updates promptly; security improvements are critical.

**09**



### **Limit Access to Necessary Data Only**

Grant volunteers and interns minimal essential access, safeguarding the full donor database.

**10**



### **When Unsure, Consult Security Experts**

If uncertain about any link or file, always check with IT or supervisors before proceeding.

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your organization?**