



Can your staff access ALL of your business's info?

I'm sure you'd be horrified if they could. Because some parts of your business need to stay private, don't they?

Though you may take an open and honest approach with your staff, sharing sales figures and turnover with them, there may still be some documents you don't want them to see.

Perhaps details of how much net profit you make. How much you take out of the business. Or even what their colleagues earn. Then you start to think about customer databases and confidential documents. For some of your team, this is information they really don't have reason to see.

This is just asking for trouble. And not only because of the risk of an insider leak.

The easier it is for everyone inside your business to access files, the easier it is for people OUTSIDE to access them too. Especially cyber-criminals. Who are constantly trying to steal your files and sensitive data for their own gain. Either to sell it, or to hold it hostage and charge you a large ransom fee to gain access to it.

Access to data is a huge concern.

Do you know exactly who has access to which data and files in your business? Is it easy to grant access to those who need the data, and block others? Or is this something you need to address?

This will shock you.
In a data risk report on 785 businesses, researchers found 53% of them had more than 1,000 sensitive files that were available to every single employee.



To talk to us about your technology book a call using our live diary by clicking this link - [Online calendar](#)

Do you have a business IT Strategy



As a business owner you already know the importance of strategy and planning.

Without it, you have no aim, no goals, and really, no direction.

While you probably spend a lot of time working on your business strategy every how much of that time is spent on your business's IT strategy?

If the answer is "not very much", it's time to change that.

Your business's IT is one of your most powerful, crucial tools in growing your business, keeping your team productive, and giving your customers a great impression of you.

It makes sense that you have a plan for how it will work for you now and in the future.

If you've never created an IT strategy before, or it's been a while, here are a few of the key elements you need to include...

1. YOUR BUSINESS GOALS

IT should complement everything you do, or plan to do, and make reaching your business goals a little easier.

1. PEOPLE & TIME CONSIDERATIONS

Who in your business is responsible for delivering your IT strategy? Will it be created and driven in-house, or will you outsource it to external experts?

1. CURRENT INFRASTRUCTURE

How's it working for you right now? What would you change? What can't you manage without? Speak to people in different departments about this, because what works for one team may be totally unhelpful for another.

1. TECHNOLOGY ROADMAP

Think about your whole IT architecture here. Your hardware, software, and any other tools that you'll want to utilize. Break your roadmap down into departments and include everything that each will need.

1. NEW METRICS

Look at your current KPIs and forecast how these should improve with the changes you're making. Make sure they're realistic - change won't happen immediately. Allow some time for your people to adapt to the new tools.

EVERY MINUTE, 4 MORE BUSINESSES BECOME VICTIMS OF MALWARE

And with one billion pieces of malware out there, it's highly likely that your business will be affected at some point.

It's scary stuff.

Worse still, some kinds of malware are very difficult to recover from. It's rarely as simple as deleting an infected file. The most destructive malware can be the hardest to tackle.

You need to protect your business with more than just antivirus software.

Keeping your data safe and secure requires a combination of:

- Specialist software
- Staff training
- And other safety measures, which will differ from business to business, depending on many factors

While it's not realistic to protect yourselves from 100% of malware attacks (without completely crippling your staff's ability to freely do their work), you can take the right measures to minimise the risks and be instantly aware when you are under attack.

For a limited time, we're offering a security review. Our experts will assess your business, its current security measures, and make recommendations for additional measures to keep your data safe.

Get in touch today on 01392 796 779 or email ask@bluegrass-group.com.

This is how you can get in touch with us:

CALL: 01392 796779 | **EMAIL** ask@bluegrass-group.com

WEBSITE: www.bluegrass-group.com

BCDR - disaster, what disaster?



Downtime is expensive.

Every minute or hour that your business isn't functioning is lost revenue, lost customers and lost opportunities.

Keeping your business running when even the worst has happened is possible and it will save your business money.

Business continuity and disaster recovery (BCDR) planning should be a priority for any business.

If Covid-19 has taught us anything, it's that disasters can strike, unexpectedly and that as business owners we should be prepared for anything.

Disasters can come in a variety of ways; fires, floods, cyber attacks or even innocent human error. Disasters like this bring your IT systems down, meaning your staff can't access the data they need to process orders, they can't access systems that are essential to their jobs and worst of all, customers and potential customers can't access you (so they go to your competition instead).

Thankfully there are some relatively quick fixes you can implement now to put your business in a better position, should a disaster strike.

If you're looking for a robust business continuity solution that brings together state of the art hardware with a secure cloud storage capability; then Datto

SIRIS has all of this and more.

SIRIS combines the most important elements of data protection into a single fully integrated package: backup capture and verification, backup restore, and a complete virtual host for business continuity.

It's key features include:

- End-to-end business continuity for IT environments
- Backup your data as frequently as every 5 minutes
- Restore entire servers in minutes, not hours or days
- Both local and cloud options for data recovery
- Mitigate compliance and regulatory concerns
- Managed entirely by your service provider

WE'RE CURRENTLY RUNNING A LIMITED TIME OFFER ON DATTO SIRIS:

FREE HARDWARE, SAVING YOU UP TO £6000!

PLUS

UP TO 25% OFF SERVICES!

Get your personalised BCDR quote now by calling **01329 796 779** or emailing ask@bluegrass-group.com



DID YOU KNOW?

Alexa doubles up as a PA?

Alexa is great for many things. She always reminds us when it's time to take the dinner out of the oven. She gives an accurate weather forecast. And she definitely has a good grasp of our music tastes.

But did you know she can be even more useful than that? She can help with your work life and make you more productive.

Give Alexa access to your contacts and calendar. She makes it faster to call colleagues, schedule meetings, and find someone's details.

She can also give you reminders for appointments and meetings, which is perfect when your head is down and you're losing track of time.

You can also use a great service called Zapier to connect your Alexa to hundreds of other apps - some you may use for work already.

This is how you can get in touch with us:

CALL: 01392 796779 | **EMAIL** ask@bluegrass-group.com

WEBSITE: www.bluegrass-group.com



Monthly update from Dave



This month we've learned that as well as the over 75s, the under 25s are the most likely age group to be hit by cyber-fraud.

That seems crazy. Because we perceive under 25s to be tech-savvy.

After all, they've grown up with the internet, devices and social media. But because all of this is second nature to them, they've become a lot more relaxed about their use of technology and the internet. And in turn, they're far more willing to share their personal data.

What does this mean for you?

Do you employ many people under 25?

And if they're more likely to fall for a phishing scam, for example, could they pose a threat to your organization and its data?

This shows that you really need to put a focus on cyber-security training for all your people; and maximise your cyber-security features too.

You simply can't afford to assume that just because some of your team are younger, they're less likely to fall for a scam.

I recommend that you train all of your people regularly on cyber-security and the latest threats to look out for. The more aware you are, the less likely you are to make a very expensive mistake.

As always, if you'd like to chat about any of this you can reach me at david@bluegrass-group.com or 01392 345980.

Managing Director

A handwritten signature in blue ink that reads "Dave".

Not delighted with your IT? Let's talk...

Here's two quick questions for you:

1. Do you currently have an IT support company?
2. How happy are you with them?

If the answer isn't utterly delighted, we'd love to chat.

If you want proactive, friendly and flexible IT support and solutions from a company who cares, you've found it.

Book a call here - [Online calendar](#).

Or speak to us now by calling 01392 796 779.

Question

My Wi-Fi is working but my computer keeps disconnecting

Answer

It's possible that your PC's network card isn't receiving full power. Go to advanced settings in power options. Click 'Wireless adapter settings', and 'Expand power saving mode'. Set this to maximum power, and you should see some improvement.

Question

My monitor is blank - I promise it is plugged in and switched on

Answer

OK, that's a good start. Is the power cable faulty? Try replacing it with one that is definitely working on another machine and see what happens. If it's still blank, try connecting your monitor to another PC. If it still doesn't work, it looks like it's a problem with the monitor. If it works on another PC, it's likely a problem with computer's graphics card.

Question

My keyboard is making weird noises and won't type words properly

Answer

It's possible you've enabled toggle keys and filter keys in your Windows settings. To disable them, go to control panel and select 'Ease of access'. Click on 'Change how your keyboard works', then uncheck the boxes next to Toggle keys and Filter keys.

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