

CENTRAL BUSINESS SYSTEMS NEWSLETTER

Early Fall 2025



Top News

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How One Mistake Can Compromise Your Work and How to Protect Yourself

Work happens everywhere these days, whether in a busy office or at a quiet home desk, and even a small mistake can put your work and your company at risk. Last year, a marketing firm learned this the hard way when an employee connected to a public café Wi-Fi without using a VPN. Within hours, cybercriminals accessed confidential client files, causing disruptions that lasted for weeks. This shows why a secure connection matters. Using a Virtual Private Network (VPN) encrypts your internet traffic and keeps sensitive company data safe. Connecting to the VPN every time you log in and keeping it updated might seem simple, but it is one of the easiest ways to protect both your work and your team.

con't page 2



#CyberAwareness #EndpointSecurity

How One Mistake Can Compromise Your Work and How to Protect Yourself *cont'd*

Home networks can also be a target. One small financial services company experienced a breach when an employee's unsecured home Wi-Fi was compromised. Hackers accessed financial records and affected both clients and staff. You can protect your network by using a strong, unique password, turning on WPA3 or WPA2 encryption, keeping your router updated, and thinking about a separate network for work devices. Even small steps, like allowing only trusted devices to connect, can make a big difference.

Keeping your devices secure is just as important. In a recent ransomware attack, a remote employee accidentally downloaded a malicious attachment on a personal laptop connected to the company system. Critical data was locked up, forcing the company to take systems offline for several days. Make sure your operating system, apps, and security software are up to date. Antivirus and endpoint protection should always be running, and devices should be locked when not in use. Treat your home workspace like an extension of the office by encrypting sensitive files, avoiding unverified downloads, and keeping devices accessible only to trusted people.

Even with the right tools, habits matter. Phishing and social engineering scams are becoming more sophisticated and often target remote employees who don't have the same immediate oversight as in-office staff. One employee at a tech company received an email that looked like it came from HR with a link to a mandatory document. Clicking it gave attackers access to company credentials and compromised the internal network. Be cautious with emails, links, and attachments, and always verify unusual requests. Keep personal and work activities separate, secure physical documents, and be aware of your surroundings while working remotely.

Cybersecurity is a shared responsibility. Protecting your home workspace helps keep your personal information safe and protects your colleagues, clients, and company resources. Every step you take, from using a VPN to practicing good habits, makes a difference. If you're unsure how to secure your network, devices, or workflow, reach out to our IT team for guidance. Taking steps today can prevent problems tomorrow and make sure your home office is just as secure as your office.



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That's where Central Business Systems comes in. Our document management solutions are designed to simplify the way you store, access, and share information. From automating routine tasks to ensuring sensitive data is secure and compliant, we provide the tools your team needs to work more efficiently—whether in the office or on the go.

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AWARDS

Michael Chambers and Sean Infante were honored as Corporate Honorees, with Michael also recognized as a For-Profit Leader, at the LIBN Corporate Citizenship Awards!

Thank you to Family Service League for the nomination and to our community partners who make this work possible. Together, we're building a stronger Long Island.



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