# Hidden Data Discovery Checklist for Small Businesses

[ ] Audit all employee email inboxes and draft folders for sensitive attachments or messages

[ ] Disable browser autofill and avoid storing payment or login data in browsers

[ ] Review shared cloud folders for outdated or unprotected files

[ ] Locate and encrypt any spreadsheets containing client, financial, or health data

[ ] Revoke access from former employees and audit devices or accounts they may have used