

8 Ways Creative Agencies Unknowingly Leave Client Work Exposed

Most creative studios assume their files are secure enough. But in reality, risks often hide in plain sight—inside the tools and habits you use every day.

This quick checklist reveals the blind spots that could quietly compromise your client relationships, your work, and your reputation.

[See List >>](#)

✓ 1. You Don't Know Who Has Access To What

Why it matters:

If you can't see it, you can't protect it.

Quick Fix:

Run an access audit quarterly
—it's easier than you think.

✓ 2. Shared Drives Without Access Controls

Why it matters:

Ex-clients or ex-collaborators may still have
live access to sensitive projects.

Quick Fix:

Audit shared folders, remove old links,
and use permission expiry dates.

✓ 3. No Offboarding Process

Why it matters:

Past collaborators might still have access to client work.

Quick Fix:

Create a checklist to revoke access to all tools and files when someone leaves.

✓ 4. Recycled Or Weak Passwords

Why it matters:

Even strong passwords get leaked.
Reuse just makes it easier.

Quick Fix:

Use a password manager like Bitwarden —set it up once, use it everywhere.

✓ 5. Shadow IT Resides On Your Network

Why it matters:

Unapproved tools—like file-sharing apps, personal cloud drives, or rogue browser extensions—often fly under the radar. These create hidden vulnerabilities, bypass company policies, and leave client work exposed to theft or data loss.

Quick Fix:

Run a regular review of apps, devices, and browser extensions in use.

Encourage your team to declare any tools they use so you can evaluate and approve (or block) them centrally.

✓ 6. No Two-Factor Authentication (2FA)

Why it matters:

2FA protects you even if a password gets stolen.

Quick Fix:

Turn on app-based 2FA across email, cloud tools, and admin logins.

✓ 7. Relying On One Cloud Storage Provider

Why it matters:

Sync errors, deletions or account locks can erase everything.

Quick Fix:

Back up to a second encrypted cloud service.

✓ 8. Team Tools Used With A Single Login

Why it matters:

No visibility or accountability—lost changes, deleted files, and no recovery trail.

Quick Fix:

Use role-based team accounts in tools like Canva, Notion, and Figma.

If you said yes to 2 or more, it's worth taking a deeper look...

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About the Owner



Meet Warren Milburn, Calm Cybersecurity for Creative Businesses

I'm the founder of InfraZen, where I help creative professionals protect their reputation and client relationships by making IT security simple, human, and stress-free.

With a background in both technology and high-trust consulting, I know that great creative work deserves the same care and protection as the ideas behind it.

That's why I work closely with studios and freelancers to secure their digital workflows—without the tech overwhelm.

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