

Data Security – Eight Back Tips

The importance of data backups and retaining data off site.

All too often we see companies that are not retaining data off site.

Due to a number of issues including human error, theft, fire, flooding and even due to disgruntled employee's data is lost. This has enormous consequences on the business and can even result in closure. Managers all too often underestimate the importance of testing backups, understanding the process and placing way too much faith in staff and technology.

This is an all too common practice in smaller businesses and in most cases failure of backups are a direct result of not having a technical understanding as to how the relevant data should be backed up, where it resides and how it operates.

Eight backup tips:

- 1 Ensure that responsible parties test backups as per an agreed schedule.
- 2 Backup testing documentation should be created and a double sign off process implemented upon each test.
- 3 Incorporate various backup technologies. Do not be reliant on a single technology or backup medium, utilise 2 or 3 different systems.
- 4 Do not use memory sticks
- 5 Implement an automated internet driven backup solution
- 6 Ensure that the backup media is tested for consistency at least every month.
- 7 Ensure that confidential information is encrypted. Passwords on documents are also important; however do not be solely reliant on this.
- 8 Retain backups in a fireproof room and safe preferably offsite.

Always consider the expenses associated to recovering lost data, in all cases this are way more costly than backup tools and solutions available.

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