## HOW TO SUCCESSFULLY BACK UP DATA

Data backup is crucial for protecting your client’s data and your business information. Protecting this information should be one of the highest priorities of your business.

If losing your data will interfere with doing business, back it up. Any desktop software can be reinstalled but recovering client information such as client history, transactions or any business correspondence is impossible if those files are lost or damaged.

There are many ways your business can lose data including:

* Your computer/laptop/mobile device crashing rendering your data unrecoverable.
* If your business is broken into and your computer/laptop/mobile device is stolen.
* Data accidently deleted or deliberately deleted by a disgruntled employee.
* Your computer is hijacked by malware (malicious software).
* Your online storage accounts can be hacked.
* A ransomware attack can lead to your files being inaccessible, you may need to spend a lot of money to pay an expert to restore these files.

Backing up your data regularly is a must; you need to establish a data backup system that follows these three steps:

1. Back up business data regularly
2. Create backups on reliable media or in the cloud.
3. If using media for backups keep the devices in a secure, off-site location.

**Just remember:**

Back Up everything on your computer daily.

Make sure one of the offsite backups is NEVER stored or connected with the original copy.

Always plan on a worst-case scenario in dealing with backups e.g., if your shop burned down tomorrow, would your back up data go up in flames with the original, or would it be safely tucked away.

Make sure that what you back your data onto is secure and safe, some options for data backup are to USB flash drives, USB hard drives, external server, or cloud based.

Each has pros and cons to its reliability, as shown below:

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| --- | --- | --- | --- |
|  | **Pro’s** | **Con’s** | **Security** |
| **USB Flash Drives** | Cheap  Higher Capacities  New versions are very quick | Long term reliability can be an issue. | Can buy encrypted drives.  Easily stolen from your business or lost.  Easily broken |
| **USB Hard Drives** | Cheap  Very large capacities  New versions are very quick | Long term reliability can be an issue.  Needs to be placed in a stable position | Can buy encrypted drives or software to encrypt drive.  Easily broken and damaged  Easily stolen from your business |
| **Offsite External Server** | Very large capacities  Reliable system and software  Accessible worldwide | Can be expensive to purchase.  Can be technically challenging to maintain.  Backup is as fast as your internet connection | Can be encrypted.  Cannot be stolen from your business.  Hard to break |
| **Cloud Sync Services** | Average size capacities standard  Reliable system  Accessible worldwide | Large capacities are expensive.  Backup is as fast as your internet connection.  File deleted on one device deletes it everywhere | Encrypted in transfer and cloud storage.  Not password protected.  Easily downloadable for other users of the computer |
| **Cloud Backup Services** | Large capacities  Reliable systems  Accessible worldwide  Undelete features | Backup is as fast as your internet connection | Encrypted in transfer and cloud storage.  Password protected |

For more information about Backup Services and Setup please see your Software Supplier or seek assistance from an IT Specialist.