

# Importance of Backups

In our digital world, the importance of backups cannot be overstated. Don't assume! Know your data is protected at work and at home. Backup strategies are essential to safeguard your information against hardware failure, cyber threats, or natural disasters. Making certain your data is secure, accessible, and recoverable is critical for maintaining productivity and peace of mind.



## Know Where to Store Your Office Files

- 1 Use Designated Network Drives:** Always save your work to the specified network drives provided by your IT department. These drives are regularly backed up and monitored.
- 2 Avoid Local Storage:** Do not rely on storing critical files on your personal desktop or local hard drive unless your IT department has authorized these locations. By default, local computers are not included in the routine backup procedures and could be easily lost in the event of a hardware failure.
- 3 Leverage Cloud Services:** If applicable, make use of company-approved cloud storage solutions. These platforms are designed to sync your data across multiple devices and offer redundancy in case of a local storage issue.
- 4. Follow Folder Structures:** Stick to the established folder structures and naming conventions set by your organization. This not only promotes uniformity and facilitates retrieval but also streamlines the backup process.
- 5 Regularly Update Files:** Frequently update your files and make sure that any changes are saved to the designated storage locations. This minimizes the risk of data loss and ensures that the most current versions are always backed up.
- 6 Avoid USB and External Hard Drives:** Don't use USB drives and external hard drives for company information. These devices are not covered by corporate backup procedures, so they won't be protected. They are also prone to damage or disappearance, risking complete data loss.
- 7 Consult IT for Clarifications:** If you are unsure about where to store specific files or how to properly follow the backup procedures, contact the IT department for guidance. Clear communication can prevent mistakes and safeguard all data adequately.



## Personal Backups

The principles of professional data management are equally crucial for home and personal data. Regularly back up important personal files, photos, and other data, and provide clear access instructions for emergencies. This should include records of accounts, passwords, security questions, and other necessary information to access accounts. You can store personal backups on USB drives kept in a secure location, such as a lockbox or safe. This allows trusted loved ones to take charge of your digital information when necessary.