Crime prevention advice for
Backing up vital information

WARWICKSHIRE BUSINESS WATCH

The information held on your computer systems and devices is often irreplaceable but if you are a business then it is at the heart of everything you do. If it is lost or corrupted as a result of theft, being criminally compromised, physical damage or technical failure, your organisation faces potential multiple risks. These include business interruption (in the case of customer and supplier records, accounts files, emails and software programs), loss of revenue, loss of reputation, non-compliance with data regulations and negligence litigation.

Tips on backing up

- Plan for the worst – If you were to lose all frontline operations do you have a sufficient back up and is it located away from the other data? This is to ensure it does not get caught up in the loss.

- Ensure that the backup is password protected so that if the backup was to be stolen the information on it would be inaccessible.

- Ensure the backed up data is accessible by the people who need to access it and they know how to use it.

Ways to back up data

There are several ways to back up your data; the two main ones are portable hard drives and now online via the 'cloud'.

External Hard drives

- Portable, fast and efficient and can often handle a large amount of data.

- It is important to regularly check the hard drive is working correctly and backups are up to date.

- Encrypt the data with a password to ensure sensitive information is not accessible if the hard drive is stolen.

Online (Cloud)

The cloud is becoming very popular nowadays due to its ease of use and the unlimited space available. The cloud almost kills two birds with one stone in that it can act both as back up and primary storage.

Although using CD's and memory sticks is often an easy option, they are fragile, can easily be lost and are unlikely to have enough storage for even small businesses.

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