

BACKUP & DISASTER RECOVERY

QUICK BUSINESS HOW-TO GUIDE

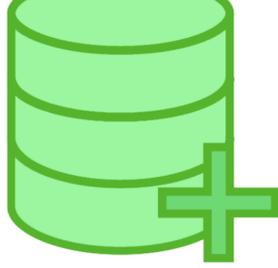


WHAT IS A BACKUP?

"A copy of a file or other item of data made in case the original is lost or damaged."

WHAT IS DISASTER RECOVERY?

"A set of policies, tools and procedures to enable the recovery or continuation of vital technology infrastructure and systems following a natural or human-induced disaster."

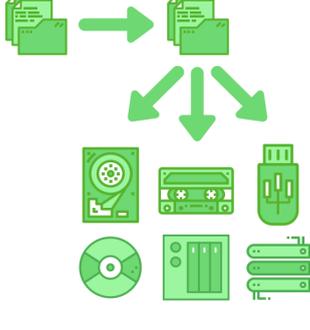


WHAT CAN I DO RIGHT NOW?

Follow through these simple steps to ensure that your data is protected sufficiently, and that your business has a disaster recovery plan in place that meets your business objectives.

1. IDENTIFY YOUR CRITICAL BUSINESS DATA & SYSTEMS

Review what systems are currently in use in your business. Figure out what is critical to the operation of your business, i.e. emails, documents, databases, financial data, media, infrastructure, computers, operational documents, etc.



2. MAKE A COPY OF YOUR CRITICAL DATA & SYSTEMS

After identifying what's critical, it's time to make a copy (backup) of that data. Make a backup to an external hard drive, USB flash drive, tape, CD/DVD, NAS, or backup appliance. Use whatever you may have on hand to get it backed up.

3. MAKE/TAKE A COPY OFFSITE

Backup your data again, but this time it must be offsite. This backup can be made on removable storage such as an external hard drive, USB flash drive, tape or CD/DVD. Take this offsite and keep it safe. The alternative is to backup your data to the cloud.



4. ENABLE CLOUD SYNCING FOR END USERS

Adding another layer of redundancy to your data via cloud syncing for end users is critical for mobility and business continuity. These systems easily and seamlessly sync your data to the cloud so that it is highly accessible and redundant. Use services like OneDrive, Google Drive, Dropbox or Mega to achieve this.



5. FREQUENCY, RETENTION & RESTORATION

Determining how often you backup your data, how long it's retained for and how you can restore it is essential to hitting your data recovery goals. Evaluate your business goals and implement.



CREATING A DISASTER RECOVERY PLAN

Identify what technology and infrastructure are mission critical to the operation of your business. Then identify the recovery point objective (RPO) and recovery time objective (RTO).

RPO - point in time to which you are recovering your data.
RTO - maximum time you can tolerate with your mission critical infrastructure or technology is not operational.
Once identified, create a backup strategy that meets your business requirements. Also test to make sure that the plan works.



Following these simple steps you'll have a strong foundation for your backup & disaster recovery strategy.

Call us today if you need an expert to guide you through your BDR strategy plan.

Stay safe!

