

## Backup

Whether you are an individual or a business, all your data (be it documents, spreadsheets, pictures, contact lists, proposals or more) is fragile. Any of these stored items can be lost or damaged due to user error, hard disk crash, virus or malware infection, program bug or ransomwear.

To ensure that you can recover anything that is lost or damaged, it is essential that you have in place a robust backup plan.

**Best Practice Backup** satisfies *all three* of the following criteria:

**Off-site** - your backups must be stored in a remote location to ensure that you can access them in the event that local equipment is not available (from fire, theft, building denial etc).

**Automatic** - the best backup will be updated every time a file is changed (enabling you to go back to your choice of previous versions). It is no longer acceptable to expect an individual to remember to take a backup at the end of each working day; modern backup programs all offer scheduled operation.

**Multiple Versions** - most backup recovery is needed when the current version of a file or files is lost or damaged; hence the importance of having the ability to go back an hour, a day, a week or whatever is necessary. Please note that most on-line storage services (including, *inter alia*, iCloud, DropBox, Box, Google's Drive, OneDrive, pCloud) do NOT meet this criterion and do not, therefore, provide a secure backup location or service and should not be relied upon for recovery.

**How to secure your data** - realistically, the only way to backup your data in a manner that meets the Best Practice criteria is to subscribe to an on-line backup service. Search 'on-line backup' for details of the services from which you can choose. This is a competitive market so all providers will deliver their promises and your selection may just be based on a particular pricing model. Some on-line backup providers store your data outside of the UK; whilst this is not a technical or legal limitation, you might not wish to use such a service (UK-based suppliers are available).

For companies, the backup routine should form part of the Business Continuity Plan.

For more Police advice on Backups, tap [here](#).



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In an emergency always dial 999