

Data Protection Best Practices

It seems every day a new major data breach hits the news. To prevent such catastrophes from occurring in your organization, take these precautions:

- 1. Password Protect Your PC**
Password protect your computer to prevent unwanted access. Change your password at least every quarter or every time you want to prevent someone who may know it (i.e. former employee) from using it.
- 2. Secure Your Email**
Use a spam filter to filter unwanted email. Never send confidential information (i.e. passwords, social security numbers, credit card numbers) via email. Always verify a website's URL before submitting your private info.
- 3. Safeguard your PC**
[Use antivirus and firewall software, and enable Automatic Updates for Windows Security.](#)
- 4. Protect Your Data Properly**
[Never rely on external / flash drives, CDs, DVDs, etc. to protect your mission critical data. They can easily fail, get lost, stolen or damaged. Also, manual backups rarely get done or taken offsite.](#)
- 5. Choose a Reliable Online Backup Company**
[Find a reliable automated, online backup service that encrypts your data and stores it at two geographically separate, mirrored data centers.](#)
- 6. Safely Store Your Encryption Key**
Print out and store copies of your online backup account info (ID, encryption phrase and/or password) in multiple secure locations in case you need it to restore your account. For your security, we do not have access to it.
- 7. Consider File Retention Strategies**
For longer retention (particularly if required by federal regulatory compliance such as Sarbanes-Oxley, HIPAA, Gramm-Leach-Bliley), create archive files and back them up. For example, create a monthly zip file with the date in the filename.
- 8. Check Backup Log Files**
Periodically check the log files on your backup account to make sure all your files are backing up properly.

If you need computer and IT help for your business and you are located in Wadsworth, Ohio or surrounding cities please contact us at 888-564-5334

A and C Direct IT Consulting and Online Backup Services
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