



Information Technology Services  
Information Security Office

## **ITS Information Security Office Educational Awareness**

### **Topic: Backup**

## **Introduction**

- The term Backup in information technology refers to making copies of data.
- The main purpose of making copies of data is to restore the original data after a data loss event.

## Ways Data Can be lost

There are many ways data can be unintentionally lost. Data can be lost through several ways such as:

- Physical failure of storage media
- Corruption of data due to malware
- Accidental deletion
- Disaster (examples: Flood, Fire)

## Importance of Backup

It is a fact that computers and their components will fail at some point. When a data loss or corruption occurs, restoring data using backup copy can save time and money.

## Backup Devices

Today, backup of data can be done cost effectively by using the many options of available storage devices. Examples of some common storage devices are:

- CD or DVD
- Tape Drives
- USB Flash drive
- Online storage ([Files.kennesaw.edu](http://Files.kennesaw.edu))

## Backup Strategy

It is important to develop a good strategy to backup your data. Backup without a good strategy can lead to difficulties when you try to restore your lost data.

## **Backup Strategy Continued**

A good backup strategy should involve the following:

- Performing backup on a regular basis.
- Backup of data to a separate storage media other than the media the original data is located on.

## **Backup Strategy Continued**

- Test backup copy to make sure that the backup process was done correctly.
- Store backup media in a secure location, preferably a locking cabinet
- Destroy old backup media per university guidelines and policies

## Conclusion

Backup might seem like an unnecessary procedure, but it can be a life saver when important data becomes lost or corrupted.

Please develop the habit of backing up your important data.