

5 QUESTIONS TO GUIDE YOUR DATA BACKUP STRATEGY



1 What data should I back up?

Is it private? Is it sensitive? Is it irreplaceable? Any data that fits these descriptions should be backed up.

Instead of picking and choosing, look at your data as an autonomous body of information, and treat it all with care.



2 How often should I back up my company's data?

Plan to back up each day's transactions at least once daily, and conduct a full backup every week.

Does your data change very often? You may need to accelerate the frequency of your backups.



3 What are some different approaches to backing up data?

There are three main types of data backups: full, incremental, and differential.

Which kind of backup do you need? That depends on how much data you're dealing with and how many resources you have.



Full Backup
*Copies your **entire** data set.*



Incremental Backup
*Copies all data that's changed since your **last backup**.*



Differential Backup
*Copies all data that's changed since your **last full backup**.*

4 Where should I store my data backup?

Consider the 3-2-1 rule: keep three independent copies of the data stored on two different types of media, and keep one offsite.

But you can be extra cautious and opt for a 3-2-2 or 3-2-3 approach instead.



x3 copies



x2 media



x1 offsite

5 I've backed up my data - are all my bases covered now?

Testing the integrity of your data is crucial.

Regularly scheduled check-ups each quarter will help you ensure your data is intact, plus you can confirm that the data is being backed up at your chosen interval.

