Data maintenance

What is encryption

**Its process of converting information into a form in which unauthorized parties cannot**

**read it only the person with the key or password can access it**

How do you encrypt your data

Software called for encrypting file systems (EFS) is a windows feature that can encrypt data

Only the user that encrypted the file can see it

Back up your data

Having backup may prevent the loss of irreplaceable data for this however u will need

additional storage location

Home network  
 storing data locally means total control of it

Secondary location

Network attached storage device (NAS), a simple externam HDD

The cloud

Subscribe to a cloud storage service. The cost will depend on the amount of storage space u

Need

How do you delete your data permanently

- **to erase data so that it is no longer recoverable it must be overwritten with 1s and 0s**

**multiple times using a tool designed for that** windows = SDelete, Linux = Shred, Mac OS = secure empty trash

- **the only way to be certain that data or files are not recoverable is to physically destroy**

**the hard drive or storage device**