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**