



TOP 10 TIPS:

Protecting Your Data

- 1 Identify important information.** Any files you will need in the future or have used in the past should be backed up.
- 2 Define the data.** Split the records into two categories, confidential and non-sensitive.
- 3 Choose your backup solution.** Will you back it up offline or online?
- 4 Do It Yourself (DIY).** If you have manageable-sized and slow-growing data, CDs and flash drives are an affordable alternative to traditional network backup solutions.
- 5 Explore online solutions.** The “set it and forget it” option for small business owners who have a more expendable IT budget.
- 6 Use a mix of backup systems.** Hybrid backup options cater to the custom needs of small businesses, utilizing both online and on-site appliance storage.
- 7 Set a regular schedule.** Some files need regular backup while others will just need to be archived.
- 8 Know data protection laws.** Regulations regarding information loss and leaks are tightening, resulting in heavy fines for companies.
- 9 Test and review your solutions regularly.** Make sure your solution offers full data recovery.
- 10 Watch the data backup trends.** There are new backup and storage options being developed daily that are more streamlined and secure.

Want to learn more on this topic?

Visit www.qwest.com/connectthedots to find videos, white papers and brochures on this topic. You can learn about other topics like marketing your business effectively, taking your business mobile, improving business operations and protecting your business. Here you can also contact your community representative who will be able to share advice and solutions that fit your specific business needs.

This content is being provided for informational purposes only and is not intended to be an endorsement of any specific service. Product solutions will vary by entity and other constraints.