

# Data Protection Assessment

## Data Review

We have reviewed what data within our organization needs to be backed up.

(circle the answer that best describes your current practice)

1. We backup everything, including data on desktops/laptops
2. All "business critical" data is included in our backup plan, regardless if it resides on our server or a workstation.
3. The data on our server, which includes most of our important data, is backed up.
4. We have not reviewed to make sure we are backing up the proper data.
5. I don't know.

## Backup Schedule

We back up our data daily. All important files are stored on a server that is backed up. If files are not stored on the server, those individual machines are backed up as well, including laptops and remote office workers.

(circle the answer that best describes your current practice)

1. All data has a daily scheduled backup, regardless if that data resides on a server, desktop or laptop computer.
2. All data, on servers or desktops, is backed up daily.
3. All critical business data is stored on a server, which is backed up daily.
4. Our server is backed up daily, but I am not sure all critical business data resides on the server.
5. I don't know.

## Log File Review

The backup software creates a log that gives a technical description of what happened during the backup process. Someone in the organization, with the ability to understand and act upon the technical information contained in the log, has the assigned duty to do so.

(circle the answer that best describes your current practice)

1. Someone within the organization, with the ability to understand the logs, reviews them daily.
2. Someone within the organization looks over the logs daily, but may not be sure what everything means.
3. We occasionally/rarely review the logs.
4. We do not review the logs.
5. I don't know.

## Tape Rotation Plan

A plan must be in place for rotating tapes for each backup event. This rotation plan is determined by the expectations of retention and retrieval. A common rotation would include the following:

- 1 tape for each daily backup for two weeks – 10 tapes total
- 1 tape for a backup at the end of each month to retain for one year – 12 tapes
- 1 tape for an end-of-year backup to retain for seven years – 1 tape

This example rotation solution requires the purchase of a total of 23 tapes.

(circle the answer that best describes your current practice)

1. We have a tape rotation plan in place, and use the recommended number of tapes.
2. We rotate our tapes, but with fewer than the recommended number.
3. We sometimes forget to rotate the tapes.
4. We have a few tapes that we re-use whenever.
5. I don't know.

### Off-Site Storage

Backup tapes should be stored at a secondary site to avoid data loss due to disaster. Only the tape that is needed for that day's backup should be brought on-site each day. Tapes should be stored in a dry storage area and out of any direct light. Off-site storage of tapes should be in locations where the temperatures are no lower than 41 degrees and no higher than 89.6 degrees.

(circle the answer that best describes your current practice)

1. All tapes are stored off-site at an environmentally controlled and secure site.
2. All tapes are stored off-site.
3. Tapes are stored in an environmentally controlled area in our building.
4. Tapes are stored in our building.
5. I don't know.

### Test Restores

Test restores must take place at a minimum of once per month. For the best results, different tapes that are in the rotation should be used each month for these tests. This test needs to only restore one or two directories and should never be restored to the original storage area. After the integrity of the restored files is tested, the restored files should be deleted back off the test area.

(circle the answer that best describes your current practice)

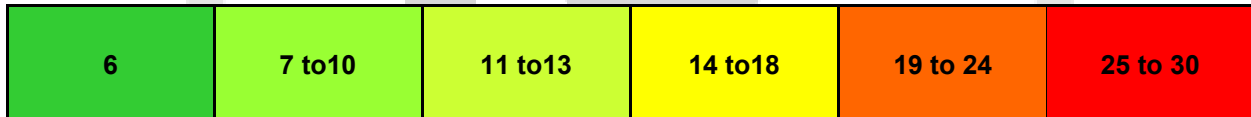
1. We fully comply with the recommended restore testing.
2. We regularly perform test restores, but I do not know if we are using different tapes.
3. We occasionally perform test restores.
4. We do not perform test restores.
5. I don't know.

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### Review

Add up your score by tallying the number preceding each answer you chose.

Assessment Score \_\_\_\_\_



### Your Score-

**6-** Your data is protected, but you might find other backup solutions to be more cost effective.

**7 to 10-** Some minor adjustments need to be made.

**11 to 13-** You are doing some things right, but have room for improvement.

**14-18-** Implementing changes would improve your data protection.

**19-24-** Changes to your data protection routines are highly recommended.

**25-30-** The opportunity for a "data disaster" is high.

