

TECHNOLOGY TIP

“CONTINGENCY PLANNING”

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Picture this in your mind; you arrive at your office one morning to discover that all the computers, server(s) and backup tapes have been stolen. How would you manage?

All Directors have the responsibility to ensure that the data held on computer is backed up regularly so that it can be recovered in the event of a disaster.

We recommend the following backup procedures to ensure that business can continue after a disaster:

- Backup all your data every day
- Ensure at least three copies of your data is held off site.
- Check your backups are working every day
- Check that you can recover from backup tapes by performing test restores.

Fire and theft are real treats to business. Having a reliable backup strategy is one of the main elements of a Contingency Plan.

We encourage all businesses however small to put together a Contingency Plan. This plan should include what happens when there is:

- No office or access to the office
- No computers
- No mains power
- No Internet connection
- No telephone system
- No utilities

If you would like advice on backup or contingency planning please call me on 01483 238260.

Computer Strategies

Proactive IT support for companies in the greater Guildford area