

# **Protecting Your Electronic Data**

**Security, Virus Protection,  
& Disaster Recovery**

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# **Protecting Your Electronic** **Data** **Security**



**Disaster  
Recovery**

**Virus  
Protection**

# **How Much Business Risk** **Can You Afford?**

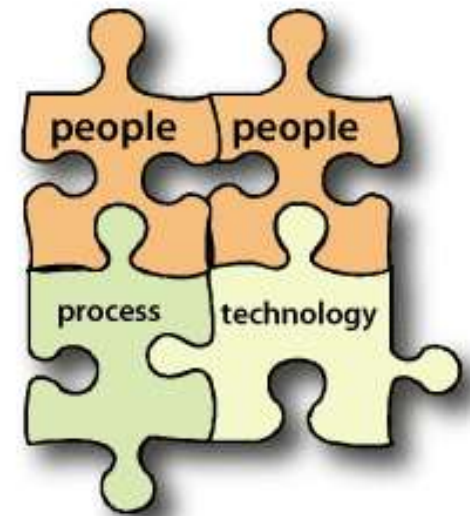
- **What would happen if your PC died?**
- **What would happen if your office burned down?**
- **What would happen if you couldn't process payroll?**

# **Business Risks of System Downtime**

- **Lost revenue**
- **Unanticipated costs**
- **Reduced levels of customer satisfaction**
- **Reduced employee productivity**
- **Exposure to legal risks**

# Security

- **People**
- **Process**
- **Technology**



# **Security**

- **People**

- **Security is everyone's job**
- **Awareness of Threats**
- **Train your People**

# **Security**

- **Process**

- **Process & Policies**

- **Have written policies**
    - **Follow documented processes**
    - **Train your people**

# **Security**

- **Technology Tools**

- **Passwords**
- **Encryption**
- **Firewalls**
- **Anti-Virus/Anti-Malware**
- **Web Filtering**



# **Virus Protection**

- **User Accounts / Limited Access**
- **Anti-Virus / Security Software**
- **Web Filtering**
- **User Education**
- **Usage Policies**



# Our Disaster Recovery Plan Goes Something Like This...



**DILBERT™**  
By Scott Adams

# **Disaster Recovery**

- **Computer Disasters**
- **Natural Disasters**
- **Preventative Maintenance**

# **Computer Disasters**

- **Hardware Failure**
- **Software/File corruption or Loss**
- **Network Issues**
- **Backups**
- **User Created Disasters**

# **Natural Disasters**

- **Power Failure**
- **Fire**
- **Floods**
- **Tornadoes**
- **Hurricanes**
- **Ice/Snow**

# What About Cars?



# **Avoid / Minimize Disasters**

- **Preventative Computer Maintenance**
- **Data Backup**
- **Power Protection**
- **Disaster Recovery Plan**

# **Avoid / Minimize Disasters**

- **Preventative Computer Maintenance**

- **Cleanup**
- **Upgrades**
- **Software Updates**
- **Patches**

# **Avoid / Minimize Disasters**

- **Data Backup**

- **Local**
- **Off-site**
- **Security**
- **Recovery Time & Success**

# **Avoid / Minimize Disasters**

- **Power Protection**

- **Surge Protection – Whole building**
- **Surge Protection – Local**
- **Battery Backup**

# **Avoid / Minimize Disasters**

- **Disaster Recovery Plan**

- **Have a plan before it is too late**

# **RECOMMENDATIONS**

- **Have a Plan**
- **Protect information completely**
- **Get employees involved**
- **Don't wait until it's too late**