

Data Loss Prevention Guide

Data loss prevention is your first line of defense in protecting and safeguarding your data.

1 Backup your files on a regular basis, then test and verify that your backup is a complete copy of the original. External drives are an excellent choice for this task.

2 If you are using Microsoft Windows XP or VISTA, establish System Restore Points before making any significant changes to your system.

3 Write a contingency plan and practice restoring your data in case of problems. Your contingency plan should require, as a minimum:

- Locating all available backups, including dates and types of backup.
- Listing and locating all original software packages, detailing updates since the original installation.
- Locating and making ready an alternate computer.

4 Never upgrade software or hardware without a complete, verified backup available in case you need to restore data.

5 Document your systems and archive original copies of your software in a safe place.

6 Ensure proper environmental conditions (stable temperature, humidity and cleanliness) and proper handling to avoid static discharge and accidental dropping.

7 Delete unused files and applications. Use a disc defragmenter.

8 Physically secure systems from intruders.

9 Deploy firewalls and virus protection.

10 Prepare for physical disasters, including use of off-site storage for backup.

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1-800-475-0143

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