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Lassen PC

## Data Security

- Physical Security
  - Locked doors
  - Alarm Systems
  - Physical securement of devices (Kensington locks)
  - Login - password protected
  - Drive encryption
  - Theft recovery software - Prey, Lojack; built in to Apple products
- Virtual Security - Layers of protection
  - Hardware and software firewalls that are kept up to date
  - Anti-virus programs
  - Anti-malware programs
  - Do not use programs that are not supported - April 8th- Windows XP Office 2003
  - Update update update
    - Adobe software - Flash Player, Reader, Shockwave
    - JAVA
    - Apple software - Safari, iTunes, Quicktime
    - Operating system, Office suite

## Backups

- Why backup? Facility destruction, hard drive failure, failure of physical or virtual security, “accidental” deletion of data, sleep better at night and less ulcers
- Local or online (cloud) backups
  - Local (using flash or external hard drives)
    - Pros - You own your backup equipment (flash drive, external hard drive) no monthly payment
    - Cons - You have to remember to DO your backup; remember to take it offsite nightly, and back to office daily
  - Online (MozyPro, Carbonite)
    - Pros - Set it and forget it; Automatic; will alert if not working; stored offsite; military grade encryption, HIPAA compliant
    - Cons - monthly cost
- Other notes: \*Verify\* your backups; Google Drive, SkyDrive, DropBox, are not backups