

## Back up strategy

Examples:

| <b>Data Type</b>                 | <b>Master/Duplicate</b> | <b>Storage</b>      | <b>Location</b>           |
|----------------------------------|-------------------------|---------------------|---------------------------|
| Electronic documents             | Master                  | Computer hard drive | With me – office and Home |
| Electronic documents             | Duplicate               | Owncloud            | Internet                  |
| Electronic documents (Important) | Duplicate               | DVD                 | Home                      |

| <b>Data Type</b>         | <b>Master/Duplicate</b> | <b>Storage</b>             | <b>Location</b>           |
|--------------------------|-------------------------|----------------------------|---------------------------|
| Email and Email contacts | Master                  | Thunderbird on my computer | With me – office and Home |
| Email and Email contacts | Duplicate               | DVD                        | Home                      |

| <b>Data Type</b>                  | <b>Master/Duplicate</b> | <b>Storage</b>             | <b>Location</b>           |
|-----------------------------------|-------------------------|----------------------------|---------------------------|
| Public PGP keys for your contacts | Master                  | Thunderbird on my computer | With me – office and Home |
| Public PGP keys for your contacts | Duplicate               | Owncloud                   | Internet                  |
| Private key?                      |                         |                            |                           |

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