

Backup Basics

Types of backups

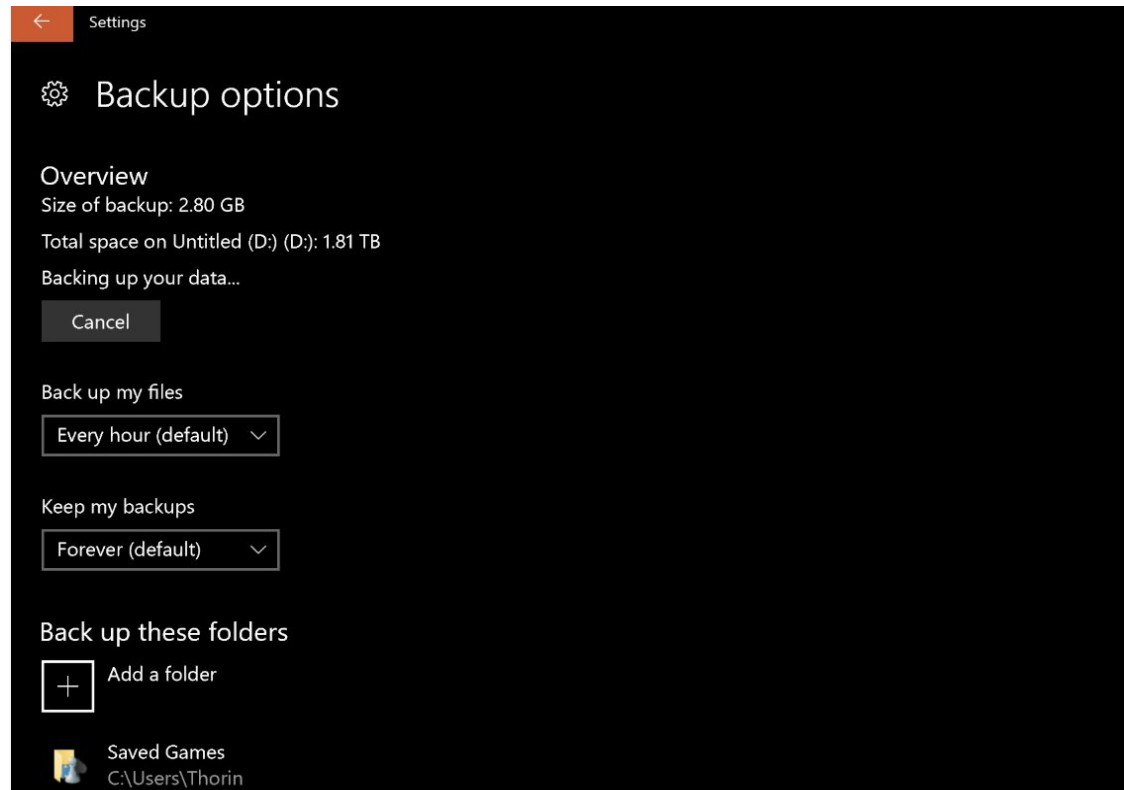
- **“Local” Backup**—Backs up all the files, programs and settings on your computer
- **Cloud Backup**—Storing copies of important files and folders in the Cloud (Google Drive, Google Team Drive, Dropbox,
- **Back up/store confidential information**—LastPass + two-factor authentication

Local Backup for Windows

If you have Windows 10 (if you don't have Windows 10, the Service Desk can upgrade your computer):

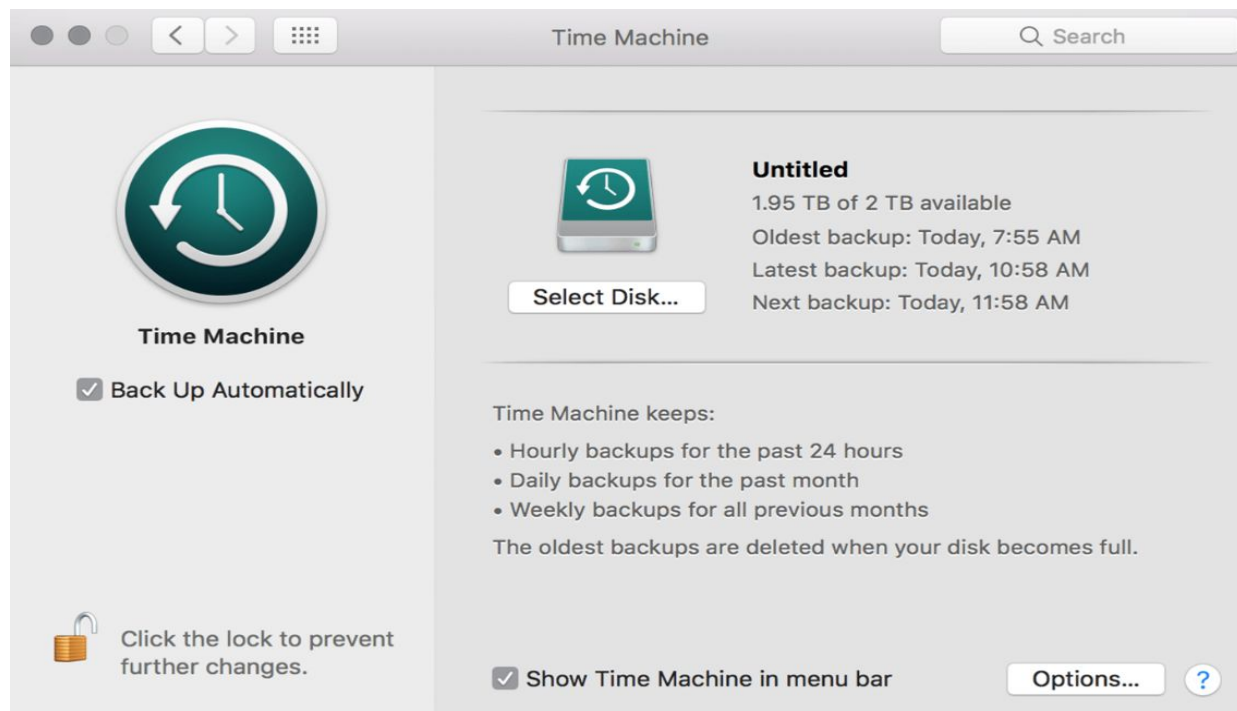
"File History" is already installed on your computer!

Allows you to use an external hard drive to automatically backup the files you choose

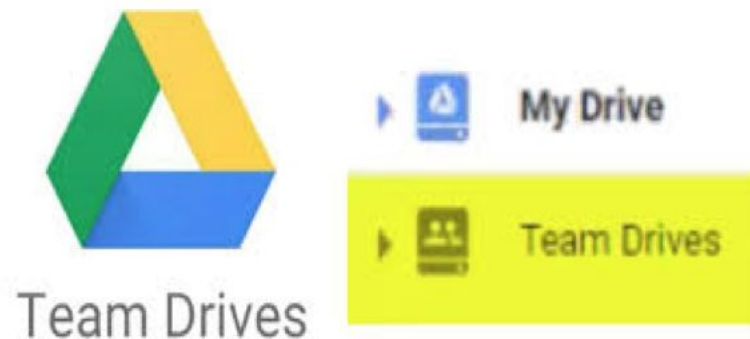


Local Backup for Mac

- Time Machine allows you to automatically back up your entire hard drive
- ****Make sure your external hard drive is high-capacity!**
- **Allows you to encrypt the backup drive (you MUST do this to keep your data secure!)**



- Important to have data backed up in more than once place
- Team Drive allows data to stay with the team after individuals have left the project, leave the department, or leave the college
- Every member of a Team Drive can be given a different access (Full, edit, view only)
- Team Drive is already part of your TC Google account!



- **PII=Personally identifiable information**
- **Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered PI**
- **Includes Social Security number, birthdate, full name**
- **Should be stored in a limited-access location with encryption**
- **Confidential information: Store in LastPass and secure LastPass with two-factor authentication (Duo)**