



superhighways

harnessing **technology** for **community** benefit

Cyber Security in 60 mins

Part 4: Backing up your data

Some context about Cyber Attacks

Question:

In the annual DCMS survey 2022, what percentage of charities reported having a cyber security breach in the last 12 months?

26% 30% 62% 76%



Data protection – GDPR principles

1. Process lawfully, fairly and in a transparent manner
2. Collect for specified, explicit and legitimate purposes
3. Only keep what is adequate, relevant and limited to what is necessary
4. Store accurate information and keep up to date
5. Retain only for as long as necessary
6. Process in an appropriate manner to maintain security



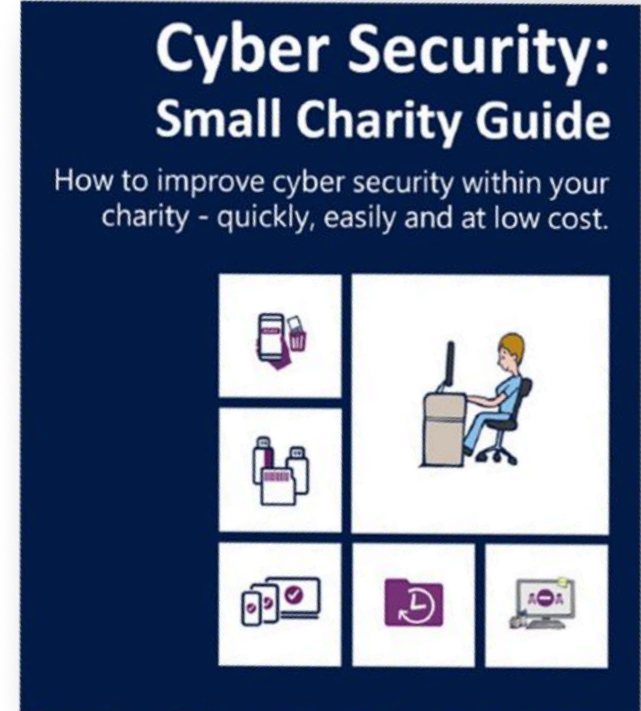
How to protect your charity?

The National Cyber Security Centre's 5 quick, simple, free or low cost steps

1. Backing up your data
2. Protecting against malware
3. Securing your mobile devices
4. Password best practice
5. Avoid phishing attacks

[Download the full guide](#)

[Download the infographic](#)



We'll be covering:

- ✓ Why you need to back up your data
- ✓ Best practice when backing your data
- ✓ Different back up options
- ✓ How to use version history functions to restore individual files to previous saved versions



Why do we need to back up our data?

Quick small group conversations

- ✓ Have you ever lost data?
- ✓ How did this happen? What were the consequences?

Some common scenarios:

- ✓ Lost or stolen device
- ✓ Accidental deletion
- ✓ Hard disk failure
- ✓ Ransomware attacks
- ✓ Fire or flood



NCSC's 4 tips re backups

1. Take regular backups (& check you can restore)
2. Identify what data needs to be backed up
3. Ensure backup devices are NOT permanently connected to your network
4. Consider backing up to the cloud – see <https://www.ncsc.gov.uk/collection/cloud>



Backup options

- ✓ Floppy disks & tape machines (the old days!)
- ✓ Memory sticks (make sure these are encrypted)
- ✓ External hard drives (don't keep connected to your system)
- ✓ In platform back up (included as part of the programme – check the specifics e.g. how far you can go back)
- ✓ Cloud back up – see guidance
<https://www.ncsc.gov.uk/collection/cloud>



Restoring your data

- ✓ Check you know how to restore data
- ✓ Check restoring data works (and that the backups have been working!)
- ✓ Check what can be restored e.g. is it whole folders rather than individual files?
- ✓ How far back can you go e.g. does your backup allow you to go back to last week, last month or a particular day?



What data do you need to back up and what systems are you using?

Data	Where stored	How backed up
Files	Office 365 – SharePoint & Teams	Office 365 back up
Website	Voice platform	Voice back up (need to check how far it goes back)
Database	AIDE	AIDE do a backup
Photos	Teams	Office 365 back up
Etc		



Backup devices not permanently connected

- ✓ In office – best practice to take physical devices off site (minimises risk of e.g. fire, flooding etc)
- ✓ Important to not leave a backup device permanently connected e.g. an external hard disk to mitigate risks of a virus spreading from your system to the backup and then corrupting this, especially if Ransomware



Utilising version history

Ability to 'step back' to a previous version of a file, view it and choose to either:

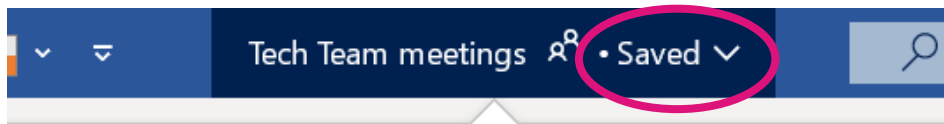
- ✓ Restore this version of the file (so becomes the current version)
- ✓ Save this file with another name so there's a second version

Many platforms will allow you to highlight the differences between two versions to help make your decision above.

Different platforms will have different options e.g. Dropbox Standard allows you to recover older versions and restore deleted files going back 180 days. Upgrading to the Advanced package (£18 per user per month) extends this to 1 year.



Office 365

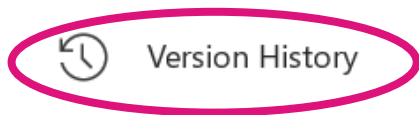


File name

Tech Team meetings .docx

Location

Membership
Superhighways » Shared Documents » ...



Version History

Yesterday, 14 March 2023

Modified by: Kate White 20:38

Modified by: Kate White 20:23
[Open version](#)

Modified by: Colin Cregan 19:46
[Open version](#)

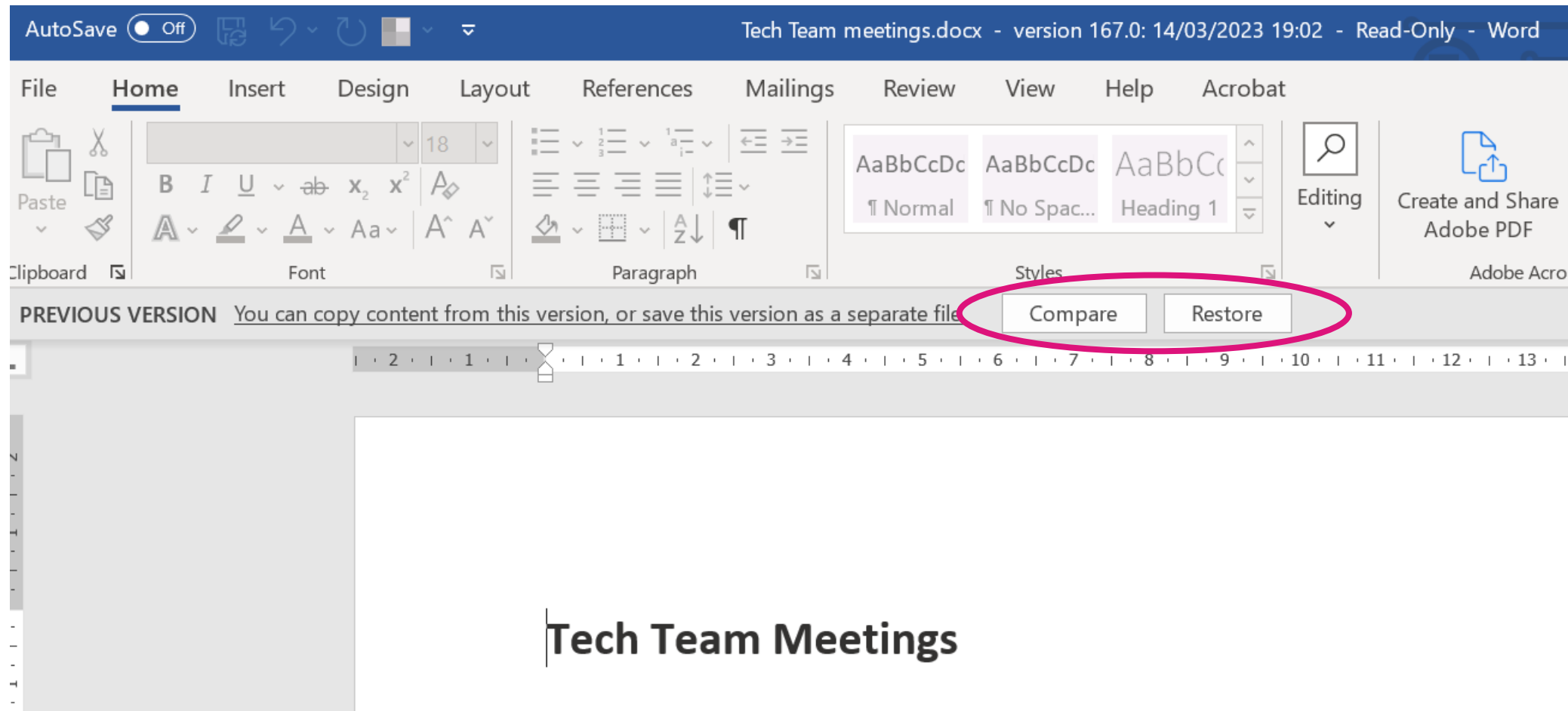
Modified by: Colin Cregan and
Kate White 19:34
[Open version](#)

Modified by: Colin Cregan 19:21
[Open version](#)

Modified by: Kate White 19:02
[Open version](#)



Choose to restore or save the older version as a new file



The screenshot shows the Microsoft Word interface for a document titled "Tech Team meetings.docx". The ribbon is set to the "Home" tab. In the bottom-left corner, the "Previous Versions" task pane is open, displaying a list of versions. The text "PREVIOUS VERSION You can copy content from this version, or save this version as a separate file" is visible. Two buttons, "Compare" and "Restore", are highlighted with a red oval. The main document area shows the text "Tech Team Meetings" with a cursor at the beginning.





Google Drive

Audience planning sheet **.DOCX** ☆ 📁 🔄

File Edit View Insert Format Tools Help Last edit was made on November 11, 2020 by anonymous

- New
- Open **Ctrl+O**
- Make a copy
- Save as Google Docs
- Share
- Email
- Download
- Approvals **New**
- Rename
- Move
- Add shortcut to Drive
- Move to trash
- Version history**
- Details

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Identify Your Core Audiences

Example Groups	Specific Details
Funders	RBKC
Other Projects that intersect BAME Groups Sheltered Housing	Community Champions

Name current version

See version history **Ctrl+Alt+Shift+H**

Version history

All versions

TODAY

March 15, 1:51 PM

Current version

Kate White

NOVEMBER 2020

November 11, 2020, 2:40 PM

Kate White

All anonymous

Restore this version

Name this version

Make a copy

Show changes



Backing up your data

Take *regular* backups of your important data, and *test* they can be restored. This will reduce the inconvenience of any data loss from theft, fire, other physical damage, or ransomware.



Identify what needs to be backed up. Normally this will comprise documents, emails, contacts, legal information, calendars, financial records and supporter or beneficiary databases.



Ensure the device containing your backup is *not* permanently connected to the device holding the original copy, neither physically nor over a local network.



Consider backing up to the cloud. This means your data is stored in a separate location (away from your offices/devices), and you'll also be able to access it quickly, from anywhere.

NCSC online training

Backing up your organisation's data



[\(See full NCSC Cyber Security for Small Organisations Online Learning offer\)](#)



Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



About Superhighways

Providing tech support to small local charities in London for over 20 years

- ✓ Support
- ✓ [Training](#)
- ✓ Consultancy
- ✓ Digital inclusion
- ✓ [Datawise London](#)
- ✓ [See all services](#)
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Thank you for listening

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#DigitalFoundations