



# Data Safety Guide



**101 DATA**  
SOLUTIONS



# Best Data Practices for Businesses

## Executive Summary

New technologies are emerging to manage the wealth of data that is now available. As a result, we're seeing a movement towards data-driven businesses, where companies can gain a competitive edge by using their data more effectively than their competitors.

The organisations that will thrive in this data-driven world have implemented best data solutions practices. These encourage employees to think about how they can use the company's data to drive business processes and innovation and identify ways the business can extract value from its own data sets.

Data solutions are adaptable and scalable, allowing you to get the most out of your data. They can be implemented in any industry and business, no matter how large or small.

The best practice tips in this eBook will enable you to protect your sensitive information in the most effective way and produce a practical data management plan for your organisation.

***The team at 101 Data Solutions***



Data storage is an essential part of any business. Whether you're a small startup or a large corporation, data storage solutions are necessary to keep your important documents, photos, videos and files organised and easily accessible.

The main types of data storage include on-premise (stored on a local computer or network), cloud (accessed remotely via the internet) and backup and archive (saved as a copy and used to restore data in case of a data loss).

### **Key Considerations**

- When choosing a cloud storage provider, you should carefully consider the type of data you want to store and the features each provider offers. Cloud data storage is easy to set up, scalable and accessible from anywhere, but it can be more expensive than on-premise storage, depending on the provider. In addition to storing data, cloud storage providers often offer additional services, such as security and backup, bandwidth, software and collaboration tools.
- Most businesses will use a combination of different data storage solutions. When choosing a data storage device, it's important to consider the type of data you want to store, how long you want to keep the data and how often you plan to access it.



- The best way to protect your data is to have multiple copies in different locations. This is called a backup strategy and is essential in any business or organisation. You should have a backup strategy that includes multiple copies of your data, on-site and off-site, and data storage devices.

### **Best Practice Tips**

- Once you've chosen the best data storage solution for your business, it's important to organise your data to ensure it can be easily retrieved and managed, so make sure you clearly label and organise electronic files with a consistent naming convention so that you can find the file when you need it.
- If you're using multiple data storage solutions, such as network servers, hard drives, cloud servers, physical file cabinets and more, it can be difficult to keep track of all your data. Consider using a centralised storage solution, such as an enterprise-grade network attached storage (NAS) device, to store all of your data in one place.
- Educate yourself about the different types of cloud storage available, which will vary depending on the amount of data you want to store, for how long and how often you want to access it. The amount of data you store also impacts the cost. A broker service such as 101 Data Solutions help you to choose the best solution for your data.



Data backup and recovery are essential parts of any good information management strategy. The risk of hardware failure, cyber-attacks, human error or malicious intent means businesses must take precautions to safeguard their data. It can cause data corruption, theft, financial loss, legal problems and even reputational damage. However, you can quickly restore the data from your backup copy if a threat occurs.

### **Key considerations**

- Businesses need to take precautions to safeguard their data from potential threats. This includes implementing a data backup strategy. If you don't have a data backup strategy, you are exposing yourself to many potential risks. With a data backup strategy in place, you can quickly restore your data should it become corrupted or lost.
- Backups should be kept in a secure location away from the main data source to avoid any risk of data contamination.

### **Best Practice Tips**

- Choose a data backup solution that is straightforward to use. Avoid overly complicated solutions that aren't user-friendly. You don't want to spend much time figuring out how to use your data backup solution.



- Ensure your data backup solution is secure and complies with industry standards. You should always keep your data secure and follow data protection regulations.
- Explore cloud-based data backups which provide cost-effective and comprehensive services. Cloud-based data backup providers make it easy for you to set up and manage your data backups. They offer a range of data backup options, including automatic, manual, off-site, public cloud, private cloud and hybrid cloud. Cloud-based data backups are accessible from any device, location and scalable, making them perfect for growing businesses.



- Local storage data backups are ideal for small businesses and startups. They store your data on a local device, such as a hard drive, external drive or network-attached storage (NAS). Local storage data backups are convenient and easy to set up and manage. They are cost-effective, reliable and offer good data protection, and they are best suited to businesses with low data volumes. However, while they are easy and convenient, they are less scalable than cloud-based data backups.



- Recovery services provide an additional layer of security against data loss. They work hand-in-hand with your data backup solution. They offer a wide range of data recovery services, including data restoration, data forensics and data management. Data recovery services are used to restore lost or corrupted data and can also be used to extract data from damaged hardware.
- Make sure that your data backup solution is scalable. This is especially important for businesses that are expanding or expecting future business growth.





Keeping data secure can be difficult for businesses, given the number of attacks, breaches, and sophisticated hackers. Fortunately, there are plenty of data security options with many potential layers of protection to keep your business safe.

### **Key Considerations**

- Understand the data that is being collected. Every business has different types of data, and you want to be sure to protect all of it. Some of the common types of data that companies collect include customer information, employee information, financial information, and proprietary information. Knowing which data you need to protect is the first step in ensuring that you are protecting it.
- Data security can be complex, so you can consult a broker service such as 101 Data Solutions to ensure you take the necessary steps to protect your company's data and your employees' accounts.

### **Best Practice Tips**

- In addition to strong passwords, you'll also want to enable 2-factor authentication (2FA) on all accounts that support it. 2FA adds an extra layer of security by asking you to provide an additional piece of information when logging in. This can include your birthday, or a code that resets every 30 seconds.





- Strong encryption is vital for protecting your data at all times. You'll want to use encryption for everything that isn't a public file. You should also consider using encryption when you delete sensitive data. By doing so, you can be sure that no one can retrieve the information from your computer. If you encrypt your private information, you can be rest assured knowing that only those with the correct decryption key can retrieve the information.
- Explore cloud security options, but before using a cloud storage solution, do your research to ensure that your data is safe, as not all services have equal protection. Additionally, you should always encrypt any data you put into the cloud. This will help to protect your data from prying eyes and keep your sensitive information safe.
- To remove sensitive data from your computer, use a data shredding tool. Data shredders can help remove sensitive information from your computer by overwriting it multiple times using strong encryption. This prevents anyone from being able to recover the data from your computer. It's important to shred your data at least once a year to ensure you've removed all your sensitive information.
- Don't use the same password for everything. If you're like most people, you're likely using the same password for multiple accounts. This is a terrible practice and can have serious consequences if any of your accounts are compromised.



Instead of using the same password for all your accounts, you should use a password manager to store your login information. A password manager can generate secure passwords for you and store them in a highly encrypted database. This way, you only have to remember a single master password to access your entire login database.

- You can use a network security solution to monitor your network for suspicious activity. By monitoring your network, you'll be able to identify threats before they become an issue. You can also use a network security solution to encrypt your network traffic and keep your sensitive information safe. A network security solution can secure your network by blocking malicious traffic and keeping your network safe from viruses.
- You should also be auditing your systems. An audit is a thorough inspection of your systems that verifies that everything is working as intended and there are no vulnerabilities.
- Make sure to keep your computers up to date and install antivirus software on all computers. You'll also want to monitor your computers regularly to keep your computers secure.
- Users can create security issues by clicking on dubious links and accidentally downloading malicious files. You should regularly host security training to help prevent your employees from causing data breaches.



# Data Management

Data management is a broad term that encompasses many different parts of an organisation. It is how a company manages its data to ensure it's accessible when necessary and prevents irrelevant data from being stored unnecessarily.

An effective data management system can make the operation of a company easier, more streamlined, and less prone to error. It can also help protect sensitive information and prevent breaches like data leaks.

## Key Considerations

- Maintain data quality because inaccurate data can lead to incorrect conclusions. Unreliable data can also put sensitive information at risk. Data quality also includes accessibility, timeliness, and accuracy.
- Consider how much data you have and how much you need to have. You need to store enough data to facilitate operations and maintain the core functionality of your organisation. At the same time, you must prevent data from becoming overwhelming.
- Data management is not just a one-time project. Instead, it is a continuous process that requires attention and investment, especially in the current digital environment.



## Best Practice Tips

- If you need to store a lot of data, you'll have to find a way to store it efficiently. You can do this by storing it in an organised fashion, using proper encryption, and managing permissions. Another aspect of data storage is making sure you have enough space for all the data you need to store. If you're running out of space, you may need to find a new data storage solution.
- Data security is an important part of any data management system. You can protect your data by encrypting it and controlling access to it. You may even want to consider implementing a two-factor authentication system. Doing so will protect sensitive information and help you prevent data breaches. In addition, you can use data encryption on cloud storage systems and hardware security modules to protect data while it's in transit or use.
- You may consider managing your network infrastructure if you have a large business. Doing so can help you optimise your network traffic and make it easier to monitor your network. This can help you reduce the risk of data loss and protect sensitive information.



- Identify if a data warehousing system would work for your company. A data warehouse is a centralised repository for all of your organisation’s data. It can help you manage data more efficiently and make it easier to access when necessary. A data warehouse can be helpful if you have a large amount of data or if your company is growing and will require more data.
- Data cleansing is the process of removing unneeded or irrelevant data from your system. It can help you avoid data management issues such as having too much or too little data. In addition, you can automate data cleansing to save time and ensure the system is accurate.



- When expanding or updating your system, you may need to migrate data from an old system to a new one. You can also use data migration when switching from one data management system to another. However, data migration is usually a complex process and should be handled by an experienced professional such as 101 Data Solutions.
- Establish a Data Governance Program that ensures each department uses and stores data properly. It also helps you protect sensitive information by ensuring data is accessible only to those needing it.



# Data Solutions

## 101 Data Solutions

**Data is a powerful resource in the modern world. It can answer questions, solve problems, and achieve goals in almost any industry or field. 101 Data solutions help businesses make sense of their data and find new ways to use it to their benefit.**

If you run a business, you likely have access to loads of information about your company and its performance. However, using that information to drive future growth is not always easy. That's where 101 Data Solutions come in. Our services can help you get more value from your company's data by analysing it, integrating it with other systems, or storing it for future reference.

In a way, we help businesses grow and become better at what they do. When you know how your essential data is currently working, you can see where improvements can be made, enabling you to become more efficient and effective. This means you can focus on doing more of that and scale your business as you grow bigger. In addition, 101 Data Solutions can support you throughout the learning process until implementation and maintenance.

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