

# Data loss Evaluation Form

Answer all the following questions, and total your Risk Score. Use the table to estimate your risk.

If you have any questions about any of these items, please phone us.

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<p><b>Less than 0:</b> <i>Very little risk.</i> You either don't have very much critical data on your computer, or you backup plan is probably adequate. Consider using a remote backup service to supplement your backups.</p> <p><b>0-100:</b> <i>Slight risk.</i> If you experience a non-catastrophic loss of data, you will probably be able to recover from it. Generally, you are doing a good job with your backup plan, but should consider improving. A remote backup service can help you enhance protection of critical files.</p> <p><b>101-200:</b> <i>Moderate risk.</i> A loss of data from your hard drive may not be recoverable. Your backup plan is not adequate and you are at risk of losing data critical to the operation of your business.</p> <p><b>201-500:</b> <i>High risk.</i> Any major data loss would be catastrophic, and would probably not be recoverable. Your business is at risk of failure if you lose data.</p>	
<p><b>How often are backup tape verified?</b>                  Every time a backup is done –50                  Periodically +50                  Never +100</p>	<p><b>What kind of data are stored on your computer?</b>                  Occasional letters and reports +10                  Client records +50                  Accounting +100                  Most critical business data +200</p>
<p><b>How often do you re-evaluate your backup strategy?</b>                  Weekly –50                  Monthly –10                  Yearly +50                  Never +100</p>	<p><b>If all data on your computer were lost, and all backup tapes destroyed, how long would it take one person to re-enter it manually?</b>                  1 week +10                  4 weeks +30                  6 months +50                  1 year +70                  Over 1 year +100</p>
<p><b>Where are your backup tapes stored?</b>                  Off-site secure data storage vault –200                  At home –100                  In a safe at the office –20                  Next to the computer +200                  We don't do backups +500</p>	<p><b>Do you keep paper records that you could use as a source to re-enter lost computer data?</b>                  Yes –100                  No +100</p>
<p><b>Who has access to your computers? (all that apply)</b>                  Trusted, computer-skilled employees –50                  People with no computer training +30                  Unskilled employees +50                  Employees who will soon quit +100</p>	<p><b>How often do you perform a full backup?</b>                  Daily –50                  Weekly –0                  Monthly +50                  Yearly +100</p>
<p><b>Do you or any of your employees: (all that apply)</b>                  Install non-company software? +30                  Borrow software from friends? +50                  Access your computers by modem? +40</p>	<p><b>How is the backup done?</b>                  Automatically –50                  Manually, by a skilled person +10                  Other +50</p>
<p><b>How many computers do you have?</b>                  1 +0                  2-10 +70                  11-20 +100                  Over 20 +200</p>	<p><b>How long do you keep copies of your old data?</b>                  We use the same tape every day +100                  One week +50                  One month +30                  One year -50</p>
<p><b>Do you have a computer network?</b> Yes +200 No +0</p>	