



DATA LOSS RISK EVALUATION

COMPLETED BY	DATE & TIME COMPLETED	NOTES
COMPANY NAME		CONTACT NAME
BILLING ADDRESS		SHIPPING ADDRESS
NOTES		
PHONE	FAX	E-MAIL

ANSWER ALL OF THE FOLLOWING QUESTIONS. CIRCLE THE NUMBER NEXT TO THE APPROPRIATE RESPONSE. TOTAL YOUR RISK SCORE. USE THE TABLE AT THE BOTTOM TO ESTIMATE YOUR RISK. IF YOU HAVE QUESTIONS ABOUT ANY OF THESE ITEMS, PLEASE CALL US ANY TIME AT (304)345-9775

WHAT KIND OF DATA ARE STORED ON YOUR COMPUTER(S)? (CIRCLE ALL THAT APPLY.)

- OCCASIONAL LETTERS AND REPORTS + 10
- CLIENT RECORDS + 50
- ACCOUNT DATA +100
- MOST CRITICAL BUSINESS DATA +200

IF ALL DATA ON YOUR COMPUTER(S) WERE LOST, AND ALL BACKUP TAPES DESTROYED, HOW LONG WOULD IT TAKE ONE PERSON TO RE-ENTER IT MANUALLY? (CIRCLE ONLY ONE.)

- 1 WEEK + 10
- 4 WEEKS + 30
- 6 MONTHS + 50
- 1 YEAR + 70
- OVER 1 YEAR + 100

DO YOU KEEP PAPER RECORDS THAT YOU COULD USE AS A SOURCE TO RE-ENTER LOST COMPUTER DATA? (CIRCLE ONLY ONE.)

- YES - 100
- NO + 100

HOW OFTEN DO YOU PERFORM A FULL BACKUP? (CIRCLE ONLY ONE.)

- DAILY - 50
- WEEKLY - 0
- MONTHLY + 50
- YEARLY + 100

HOW IS THE BACKUP DONE? (CIRCLE ONLY ONE.)

- AUTOMATICALLY - 50
- MANUALLY, BY A SKILLED PERSON + 10
- OTHER + 50

HOW LONG DO YOU KEEP COPIES OF YOUR OLD DATA? (CIRCLE ONLY ONE.)

- WE USE THE SAME TAPE EVERY DAY + 100
- ONE WEEK + 50
- ONE MONTH + 30
- ONE YEAR - 50

HOW OFTEN ARE BACKUP TAPES VERIFIED (DATA ACTUALLY RESTORED)?

- EVERY TIME A BACKUP IS PERFORMED - 50
- PERIODICALLY + 50
- NEVER + 100

HOW OFTEN DO YOU RE-EVALUATE YOUR BACKUP STRATEGY? (CIRCLE ONLY ONE.)

- WEEKLY - 50
- MONTHLY - 10
- YEARLY + 50
- NEVER + 100

WHERE ARE YOU BACKUP TAPES STORED? (CIRCLE ONLY ONE)

- OFF-SITE SECURE DATA STORAGE VAULT - 200
- AT HOME (OR EMPLOYEE'S HOME) - 50
- IN A FIRE-PROOF SAFE AT THE OFFICE - 10
- NEXT TO THE COMPUTER(S) OR ON A SHELF IN OFFICE + 200
- WE DON'T DO BACKUPS + 500

WHO HAS ACCESS TO YOUR COMPUTERS? (CIRCLE ALL THAT APPLY)

- TRUSTED, COMPUTER-SKILLED EMPLOYEES - 50
- PEOPLE WITH NO COMPUTER TRAINING + 30
- UNSKILLED EMPLOYEES + 50
- EMPLOYEES WHO WILL SOON QUIT + 100
- CHILDREN OF EMPLOYEES OR OTHER NON-EMPLOYEES + 200

DO YOU OR ANY OF YOUR EMPLOYEES: (CIRCLE ALL THAT APPLY)

- INSTALL NON-COMPANY SOFTWARE? + 30
- USE BORROWED SOFTWARE? + 50
- ACCESS YOUR COMPANY COMPUTER(S) BY MODEM? + 40

HOW MANY COMPUTERS DO YOU HAVE? (CIRCLE ONLY ONE)

- 1 + 0
- 2-10 + 70
- 11-20 + 100
- OVER 20 + 200

DO YOU HAVE A COMPUTER NETWORK? (CIRCLE ONLY ONE)

- YES + 200
- NO + 0

LESS THAN ZERO - VERY LITTLE RISK: YOU EITHER DON'T HAVE VERY MUCH CRITICAL DATA ON YOUR COMPUTER, OR YOUR BACKUP PLAN IS PROBABLY ADEQUATE. CONSIDER USING DATA VAULT REMOTE BACKUP SERVICE TO SUPPLEMENT YOUR BACKUPS.

0 - 100 - SLIGHT RISK: 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. DATA VAULT REMOTE BACKUP SERVICE CAN HELP YOU PROTECT CRITICAL FILES.

101 - 200 - MODERATE RISK: A LOSS OF DATA 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.

201 - 500 - HIGH RISK: ANY MAJOR DATA LOSS WOULD BE CATASTROPHIC AND WOULD PROBABLY NOT BE RECOVERABLE. YOUR BUSINESS IS AT RISK OF FAILURE IF YOU LOSE DATA.

OVER 500 - EXTREMELY HIGH RISK: YOUR BACKUP PLAN ISN'T PROTECTING YOUR DATA. YOU COULD EXPERIENCE AN UNRECOVERABLE, CATASTROPHIC DATA LOSS AT ANY TIME WHICH COULD CAUSE YOUR BUSINESS TO FAIL.