## 3, 2, 1 Back Up Plan

A BEST PRACTICE BY THE PHOTO MANAGERS

## 3 COPIES OF YOUR DATA

You should always have 3 copies of the data you're working with. If something happens to one, your data is still safe somewhere else.

## 2 DIFFERENT MEDIA

To keep your data safe and secure, ensure it is backed up on at least two different media types.

## 1 COPY OFF-SITE

In case something happens to the location of one set of data, keeping an off-site copy adds an extra layer of security to your back up.

FOR EXAMPLE: I have 3 copies of my photos. One is on an external hard drive at my office, which is off site, the second is in the cloud and the 3rd are my printed photo albums.