

# Donyatt

## PARISH COUNCIL

Donyatt Parish Council (DPC) follows the 3-2-1 rule.

All data is backed up daily to an external hard drive. Files are kept securely on a dedicated device. Hard copies are kept of all documents. All files are backed up to Google Drive & iCloud drive

Data backup policy.

The 3-2-1 Rule is a data protection strategy that recommends having three copies of your data, stored on two different types of media, with one copy kept off-site.

As a widely embraced data backup strategy, the 3-2-1 Rule prescribes:

- Maintain three copies of your data: This includes the original data and at least two copies.
- Use two different types of media for storage: Store your data on two distinct forms of media to enhance redundancy.
- Keep at least one copy off-site: To ensure data safety, have one backup copy stored in an off-site location, separate from your primary data and on-site backups.

**This rule is a robust guideline for data protection, ensuring redundancy, resilience, and the ability to recover data even in the face of unexpected events or disasters.**

By mitigating single points of failure, enhancing data availability, and protecting against corruption, redundancy ensures the safety of critical information. It plays a pivotal role in disaster recovery, adapting to evolving technologies, and meeting compliance requirements. Diversified storage and off-site backups, as recommended by the rule, effectively mitigate various risks, contributing to the overall security and reliability of critical data.

Adopted 2024