Business Information Protection
Questionnaire (BIP-Q)

Use this 9-step questionnaire to identify critical issues regarding the safety of your business. Increase your peace of mind by updating your business information protection and continuity plan.

Instructions: Answer these questions to evaluate your current readiness level and to identify areas of improvement.

Check Yes or No and then see the information below.	Yes	No
1. Are data backups of your critical business data performed on a scheduled basis?		
2. Do you receive confirmation that backups are completed as scheduled (e.g.; review data stored or e-mail is received from service)?		
3. Do you have multiple versions (e.g.; daily, weekly, monthly) of your data backups available for recovery?		
4. Do you store multiple data backup versions off-site (away from your business systems)?		
5. Do you store your application software in a safe location (off-site)?		
6. Have you tested your ability to restore files?		
7. Have you tested your ability to restore your system (and data) back to a point in time? This is important if a data disaster occurs and is not discovered until some point in the future (e.g.; 4 – 5 days later).		
8. Do you have a business continuity plan that provides detailed instructions on how to restore your business systems and data back after a data disaster occurs?		
9. Do you have confidence that if you experience a data disaster tonight such as a hard drive crash, complete office theft or fire, employee error or sabotage, etc that you could be back in business with minimal interruption?		

All Yes's? Congratulations! According to the responses to these questions you have taken proven measures to protect your business information in order to survive a data disaster.

One or more No's? Your business is at risk! A data disaster such as a fire, theft, virus or hard drive crash may impact the ability of your business to survive these types of events. We suggest that you discuss data backup alternatives and business continuity planning with your IT Professional, or contact DataPreserve.

Other considerations

- How long can your business survive without your business systems? If the answer is less than 24 hours, you would benefit from a full backup of your business system (applications, settings, configurations, and critical business information).
- Does your business require compliance with federal or other regulations (HIPAA, Sarbanes Oxley, GLBA, etc.)? These standards require added information privacy and/or business continuity planning for you to achieve compliance and to avoid non-compliance, fines and embarrassment.
- Many companies need to have some services like e-mail and transaction databases open 24 hours a day. If your business has a requirement to keep these services open, data backup is now available with special features that allow open or active files to be stored.

DataPreserve™

www.DataPreserve.com

IT Agent Name
Phone
Email
Website