

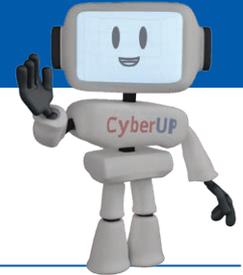


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Information and Cybersecurity Awareness

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Back up your data

'Do your part – be cyber smart'

We often think, 'It won't happen to me.' Then, in a moment of being tired or under pressure, you click that link, and the unexpected message appears. 'All your files are encrypted. To recover your files, follow these three steps.' You have become a victim of ransomware.

Introduction

An event like the one above is not totally unlikely. Neither is theft of your laptop or mobile phone, nor technical failure of your computer's hard disk. In all these scenarios, you stand to lose all information stored on the affected device.

In a ransomware attack, you could get a key to decrypt your data on paying a ransom of anything from R2 500 to R45 000 or even more. However, you are advised not to do so, as there is no guarantee that you will be able to decrypt your files or that you will not be attacked again. Recovery from a crashed disk may be possible, but also comes at a price with no guarantees. At times like these, backups may be the only way to rebuild your digital life.



How to protect yourself

You should have a backup strategy that suits your personal needs and situation. Consider:

- **What to back up** – options are data that would be difficult to replace, e.g. your documents, contacts, messages, chats, photos, videos, apps and/or your operating system. If unsure, back up everything.
- **How often to back up** – continuously, daily, weekly, monthly, or some other period. The right option depends on what you consider the longest time over which a loss will still be manageable.
- **Where to back up** – in the cloud or locally on an external hard drive, USB device, or to a computer from your phone. Having both a local backup and one in the cloud is recommended.
- **How** – there are various options. Use the standard functions provided on your PC or mobile phone, like Windows' File History, Samsung Cloud and iCloud Backup. Some apps, like WhatsApp, come with their own backup functionality. You could also download an app for backup, e.g. Google's Backup and Sync or Drive File Stream (only available on G Suite).
- **One last step** – from time to time, test whether you can recover items from your backup to ensure the process is functioning properly.
- **Note to UP staff:** Content on your work computers is not backed up by ITS. You have to do this yourself.

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