

D:\ drive Backup and Security

Since the D:\ drive is not backed up by the system, there is a risk of data loss in the event of a hard disk failure on your workstation. In the event of a workstation hard drive failure, the System Administrator will offer “best efforts” at recovering lost information. Often recovery is not possible.

H:\ drive Backup and Security

The H:\ drive offers two major advantages. Automatic backups are performed by the system on a rigidly-defined schedule. Only the system administrators have access to your H:\drive and the network servers are located in a restricted-access facility. Lost or accidentally deleted files can usually be recovered, albeit as the previous day’s version. Backup copies are not retained permanently and do not form part of the corporate record keeping system although they may be deemed to be of corporate value.

I:\ drive Backup and Security

The I:\ drive has the same backup and physical security advantages as the H:\ drive. Lost or accidentally deleted files can usually be recovered, albeit as the previous day’s version. Backup copies are not retained permanently and do not form part of the corporate record keeping system although they may be deemed to be of corporate value. Due to its shared nature, documents are subject to viewing and alteration by other users. The I:\ drive is not suited to long-term or private storage and is not intended for documents of a sensitive personal nature. It must not contain the only copy of an official document.

Outlook Mailbox Backup

There is a backup of your Personal Mailbox. Items deleted from the Deleted Items folder are not backed up.

Public Folders Backup

Public Folders and their contents are backed up on SIGNET 2000+.