

# Data Loss Protection

Version 5

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Backing up your files is the best way to protect yourself against data loss. Malware such as viruses or ransomware can corrupt your irreplaceable data, but if you're prepared you can easily restore your files from your backups.

## Safeguarding data on shared and local computers

At Seneca, we prioritize data security with robust backup procedures in place for our online services. However, we remind students, faculty, and staff that the responsibility for backing up files on public or personal computers lies with each individual.

Please note that shared computers in classrooms, labs, and the Computing Commons are reset after every session and all user files are deleted. In addition, files stored locally on computers and mobile devices assigned to staff and faculty are not backed up automatically by Seneca. Therefore, you should regularly backup your files to secure cloud storage or external devices and test the backups to make sure they're reliable. This proactive approach will ensure data integrity and instill a sense of responsibility towards digital assets, providing peace of mind and resilience against data loss due to malware or unforeseen incidents.

Back up your important files regularly, and test your backups to make sure they're reliable.

## OneDrive

Seneca provides this free online file storage solution to all students, faculty, and staff to back up your Seneca materials and access them online from anywhere. [OneDrive](#) stores a copy of your files on the web and can synchronize all your devices so that the most up-to-date copy is available on all your devices at all times.

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