

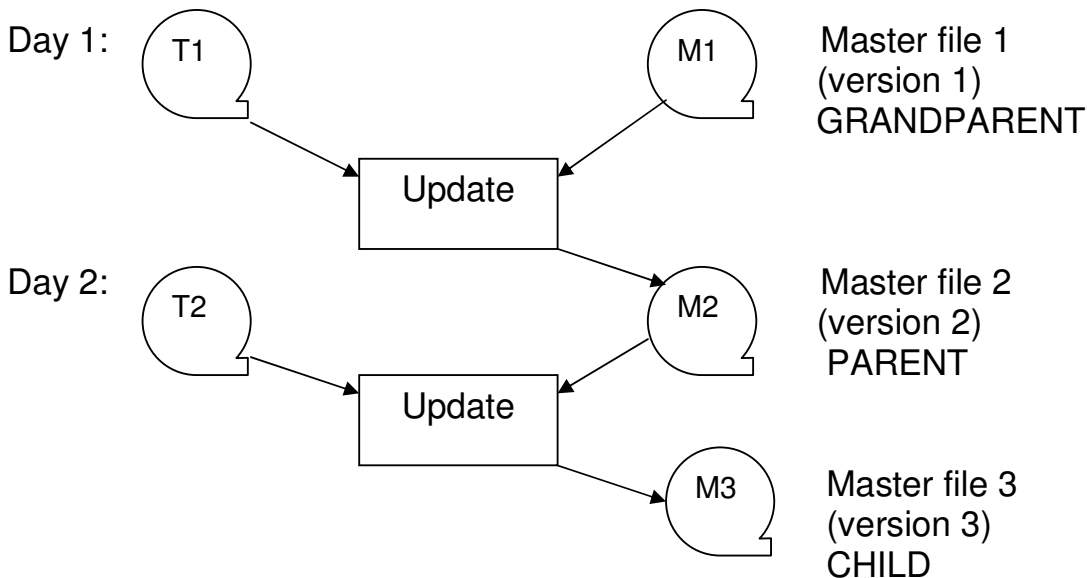
FILE SECURITY

File security is necessary to prevent accidental or deliberate loss of data. What kind of methods or precautions can be taken to protect data?

1. Keeping copies

The most important security precaution is to keep copies of data and programs. These are known as *Back-ups*. Programs and data on disk can be *dumped* (copied) to reel-to-reel tape. Tape is a cheap and popular medium for back-ups.

If tape is used, the updating procedure will produce a new file called the 'son'. The previous master file, from which it is produced is called the 'father', and the one before that the 'grandfather'. Usually three generations are kept so that if the data is lost or wrongly updated it can be recovered.



2. Physical Safeguards.

- Lock the computer room
- Lock away the discs
- Use the 'write protect' notches

3. Software Safeguards.

- Use passwords (eg starting up windows, on screen savers...)
- Issue ID and passwords (to log on to a system)