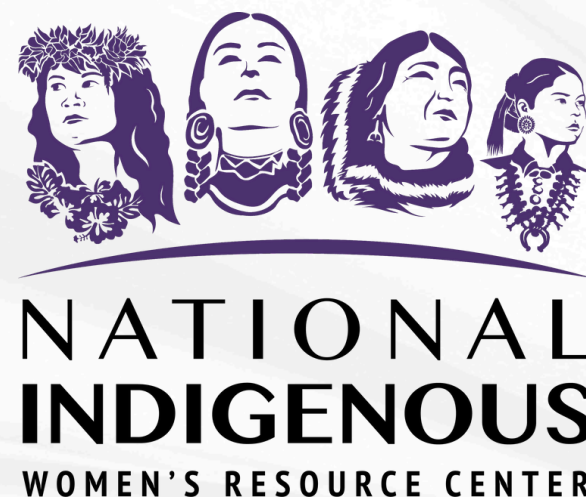




# DATA RECOVERY TECH CLINIC

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*This presentation was made possible by Cooperative Agreement, Award Number 90EV0560, from the Administration on Children, Youth, and Families, Family and Youth Services Bureau, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the author(s) and do not necessarily represent the official views of the U.S. Department of Health and Human Services*

# INTRO

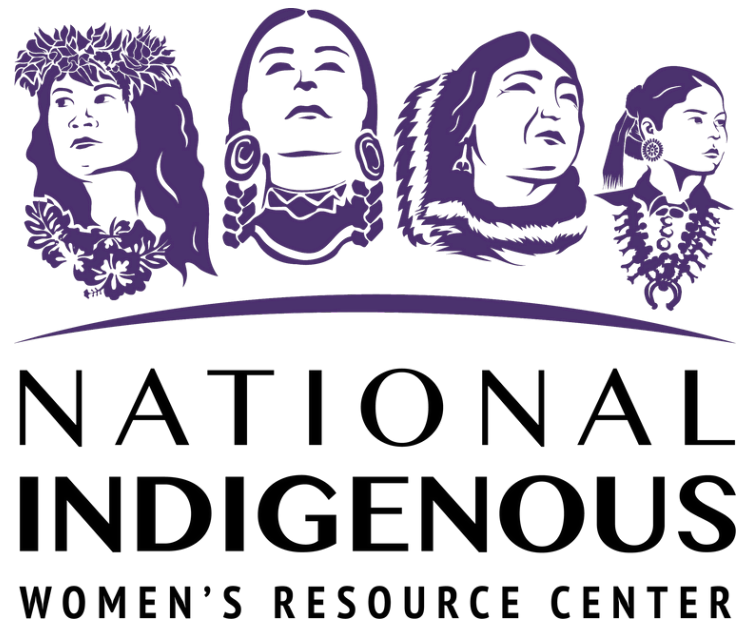
Managing operations for your tribal domestic violence program and/or shelter can be difficult, especially when the unexpected can occur. This Data Recovery Technology Clinic includes tools for data backup and data recovery.





# DATA RECOVERY TECH CLINIC OVERVIEW

- Operating an organization can be difficult in these unprecedented times
- This Communication technology bundle includes internal communication, external communication, and project management applications.
- These applications have been vetted by NIWRC for accessibility, ease of use, and ease of integration into current workflows.



# DEFINITIONS

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Data Backup: is a copy of computer data that is stored in a separate location from the original data so it can be used in case of data loss.

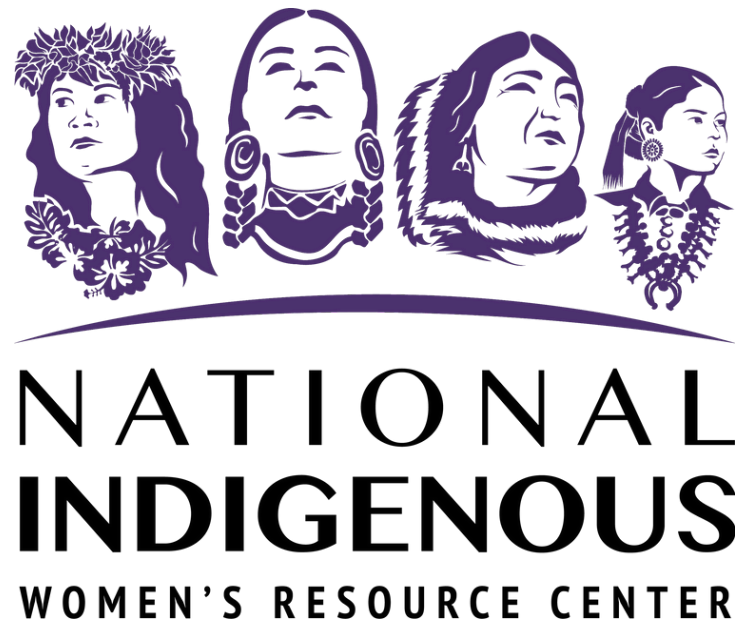
## Tools

- Google Drive / OneDrive
- Backblaze / Dropbox

## Concepts/Best Practices

- Regular Backup Schedule
- Multiple Backup Locations
- Data Integrity and Security





# DEFINITIONS

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Data Recovery: A process of retrieving deleted, inaccessible, lost, corrupted or damaged data from secondary storage when the data cannot be accessed in a usual way.

## Tools

- Google Drive / OneDrive
- Backblaze / Dropbox

## Concepts/Best Practices

- Data Recovery Plan/Training
- Test Recovery Procedures
- Update Backups Regularly







# RECOMMENDED EQUIPMENT

## Computer and Hard Drive Recommendations

Suggested Equipment	Use Explanation
<b>Computers</b>	
Laptop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>If you are having your staff travel back and forth from a physical location, it is suggested to have an easily portable laptop.</p>
Desktop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</p>
<b>Hard Drives</b>	
External	<p>A hard drive that is dedicated specifically for your workplace that can work in combination with your work desktop or laptop.</p> <p>You could have a few harddrives that are team lead specific in order to save important files or data. Use high-capacity external hard drives (e.g., 4TB or higher) for local backups.</p> <p>The ideal situation is using a cloud based filing system in cases of emergency, but having a backed up hard drive is a safe option for data storing.</p>

\*Price in May of 2024.



# RECOMMENDED EQUIPMENT

Suggested Equipment	Use Explanation
Desktop or Laptop	<p>A workplace desktop or laptop is essential for virtual work, be it entirely remote, or a hybrid schedule.</p> <p>If you are having your staff travel back and forth from a physical location, it is suggested to either have a desktop setup both in office and at home, or to provide an easily portable laptop.</p> <p>For staff that are fully remote but typically only work for one location, either a singular desktop or laptop can be used.</p>
Web camera	<p>A web camera is essential for virtual meetings. While some of the applications suggested above prioritize audio communication, a visual connection can greatly enhance trust and collaboration.</p> <p>We suggest either ensuring that employee laptops have a web camera built in, or that a USB web camera is purchased to connect to staffs' computers.</p> <p>Another thing to consider is that web cameras can act as an accessibility aid for those who need to read lips or who communicate via sign language.</p>
Microphone	<p>A microphone required to verbally communicate. Like the webcam, a microphone may already be integrated into an employee's laptop. If not, we suggest purchasing a compatible USB microphone or, USB webcam/microphone combination.</p>
Speakers	<p>A sound system is required in order to hear others virtually. Almost all laptops have speakers built in that are of varying quality. If no speakers are built into the device, independent speakers with either a USB or audio jack can be purchased.</p>



# DIGITAL ETIQUETTE

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Digital etiquette is communicating politely in a digital environment.

NIWRC suggests following these guidelines.



1. **Tone.**
2. **Posts may be archived.**
3. **Others are as busy too.**
4. **Computer fatigue is real.**
5. **Utilize your out of office!**





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**REQUEST  
MORE  
INFORMATION**



# THANK YOU

NIWRC offers technical support further assistance on how to use, download, and set-up these applications.



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### Tech Bundle TA

If you have read through the best practices guide and video tutorials and would like further assistance on how to use, download, and set-up these applications, NIWRC offers technical support.

First name *	Last name *
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Email *	Phone number *
<input type="text"/>	<input type="text"/>
Job title *	Company name *
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