

# MICROSOFT OFFICE 365

Did you know that Microsoft 365 does not back up your data?



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Businesses are embracing Microsoft Office 365, which is transforming the way organisations work. By being flexible and accessible it can drive efficiency, mobilise workforces and greatly increase the potential for a business to work collaboratively. Added to this, the subscription price model allows organisations to select and pay for only the functions they need.



## DID YOU KNOW THAT IF YOU ARE USING MICROSOFT OFFICE 365 THERE IS A RISK THAT YOUR DATA COULD BE LOST?

- Many organisations wrongly assume that Microsoft securely backs up all of their data.
- Although Microsoft has a financially backed guarantee, this only protects against failure at their end.
- The Office 365 service-level agreement addresses availability, not recoverability.
- Microsoft Office 365 does not protect you against loss, deletion or corruption of data, leaving you and your organisation exposed.

### ACCIDENTAL DELETION

- Files, emails and documents can easily be deleted by accident. Office 365 has no way of distinguishing between an intentional deletion or a mistake by an employee. There is a failsafe whereby items are retained in a secondary recycle bin for 30 days. However, after that, data is lost for good, which is why you need a backup solution.

### CYBER-ATTACK

- Cyber and Ransomware Attacks are increasing in number. They often result in data being stolen, lost or held for ransom. With no auto-recover function in this situation, Office 365 cannot fully protect against outside cyber threats and hackers, meaning that you may have no option other than to pay the ransom.

### MALICIOUS DELETION

- File or email deletion is not always accidental. A disgruntled employee may wish to hide a trail of abusive Outlook emails by deleting them, or overwrite critical data to cause inconvenience to their employer. Once deleted from the recycle bin or trash folders, and with no backup, it is impossible to recover this data.

### FILE CORRUPTION

- Configuration faults and technical errors have the potential to corrupt huge amounts of data. Installing apps which integrate with Office 365 can delete vast amounts of data, as they often access calendars and contacts which can inadvertently be overwritten or erased. Alternatively, corruption during the syncing process can also result in file deletion. Once again, Office 365 is not set up to recover data which is lost in this way.

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## WHAT CAN HAPPEN IF I DO NOT HAVE FULL BACKUP?

### COMPLIANCE

- Many organisations have a duty to be compliant when it comes to data retention. In Microsoft Office 365, deleted data is only retained for 30 days, after which it is nonrecoverable. Should you be required to show that you have access to your data for compliance purposes, it will not be possible if it has been deleted. This results in you being non-compliant which can have severe financial implications.

### COSTLY

- As well as having the potential to result in fines for non-compliance and loss of income due to decreased productivity, data loss can also be costly in other ways. Paying for additional Office 365 support for data retrieval can be expensive and paying ransoms on stolen data is costly. Added to this, the reputation of your organisation will most likely be damaged, all of which will ultimately impact on your bottom line.

### LOSS OF PRODUCTIVITY

- Not having information to hand can be frustrating and inconvenient for staff as it severely disrupts work flow. Employees may spend time trying to retrieve data or have to re-type it. Ultimately, as soon as data is lost, productivity will slow down. During this downtime, your entire organisation will suffer.

### LOSS OF AUDIT RIGHTS

- The Office 365 terms of service give you no audit rights. This can be problematic if you are required to show a physical location where your data is stored for audit purposes. Holding a backup of your data with another provider can be one way of working around this problem.

**“There are several threats to your Office 365 data that Microsoft cannot defend against. With PCM Protect your data is backed up to survive any of these threats”.**



## PCM PROTECT SECURELY BACKS UP YOUR OFFICE 365 DATA, SO THAT YOUR OFFICE 365 ENVIRONMENT CAN BE EASILY RESTORED IN THE EVENT OF DATA LOSS.

With **PCM Protect**, your data is backed, compressed, de-duplicated and secured with AES256 encryption - before being sent to our UK based datacentre. It is then replicated to our secondary datacentre for resilience. Available on a PaYG pricing model, PCM Protect allows you to select and pay for only the services you need.

- Fully supports and integrates with Office 365
- Powered by Asigra – the industry leader in enterprise backup
- Rapid data restoration either directly back in to Office 365 or to another location
- Totally managed solution with customisable and flexible rules for Office 365
- You retain complete control over all of your backed up data
- Complies with ISO 9001 and ISO 27001 standards