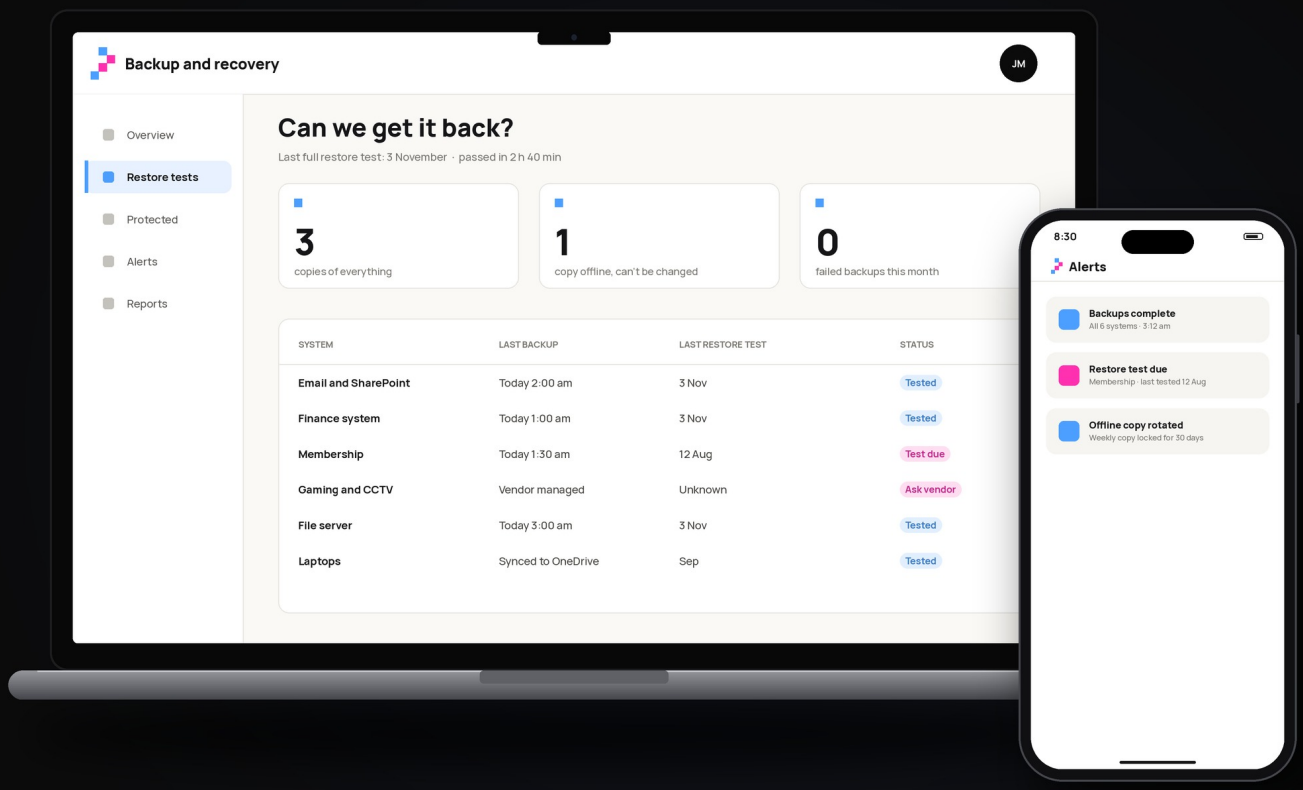


TEMPLATE · AS OF NOVEMBER 2026

Backup and recovery. Simplified.

A fill-in plan for what you back up, where it goes, how long it's kept, and how fast you can get it back.

John Morgan · Initial Technology · November 2026

THE ONE THING TO KNOW

A backup you haven't restored is a hope, not a plan.

Most clubs have backups. Far fewer have tested getting everything back, in order, on a busy weekend. This guide is a plan you fill in.

SIMPLIFIED

Three copies. Two places. One offline. Restore it twice a year and time it.

THE RULE OF THUMB

3
copies of everything that matters

2
different places or types of storage

1
copy offline or locked, so it can't be changed

0
errors when you test a restore

TWO QUESTIONS FOR EVERY SYSTEM

01

How long can we be without it?

Hours for the POS on a Saturday. Days for the archive.

02

How much can we afford to lose?

A day of bookings? An hour of gaming data?

03

Who owns it?

A name, not a department.

STEP 01

Microsoft 365 isn't a backup

Microsoft keeps your data running. Getting back what you delete or lose is up to you.

- [ ] **Deleted items don't last forever.**
  Recycle bins and retention have time limits.
- [ ] **Ransomware can sync.**
  Encrypted files can overwrite good ones in OneDrive and SharePoint.
- [ ] **Use a proper backup.**
  Microsoft 365 Backup or a reputable third-party tool.
- [ ] **Back up Teams and email too.**
  Not just files.

HANDY TIP

Ask your provider one question: 'If a staff member deleted the whole Finance site a year ago, could we get it back?'

STEP 02

Systems the vendor looks after

Gaming, CCTV, POS and membership systems are often backed up by someone else.

- [ ] **Ask each vendor in writing.**
  What's backed up, where, and how often.
- [ ] **Ask when they last tested a restore.**
  And how long it took.
- [ ] **Make sure you can get your data out.**
  In a format you can use, if you leave.
- [ ] **Put it in the contract.**
  Backup, restore times and data return.

YOUR BACKUP PLAN

FILL IT IN

SYSTEM	OWNER	BACKED UP BY	HOW OFTEN	KEPT FOR	BACK WITHIN	LAST TESTED

HANDY TIP

Test the system you'd need first on a Saturday night. That's usually POS, membership sign-in and gaming. Not the file server.

WRITE IT DOWN

NEXT RESTORE TEST _____

TESTED BY _____

RESULT SHARED WITH _____

Not sure your backups would work?

I'll check what's really being backed up, who's responsible, and run a timed restore test with your provider. You'll get the answer in writing.

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THE SIMPLIFIED GUIDES

Free at initialtech.com.au/resources

01 Microsoft 365 security

02 Cyber basics and phishing

03 Ransomware readiness

04 Backup and recovery plan

05 Incident response

06 Working from home securely

07 Copilot readiness

08 Choosing an IT provider

09 Buying a major system

10 The board technology report

11 Copilot vs ChatGPT vs Claude

Sources, checked November 2026. ASD's ACSC: Regular backups (Essential Eight); Small business cyber security guide. Microsoft: shared responsibility model; Microsoft 365 Backup; retention and recycle bin documentation. General information only, not legal, insurance or financial advice. Check current details with your IT provider before acting.