

NextGrid Technologies — 3-2-1 Backup Checklist

OneDrive is NOT a backup — real backup is immutable, tested, offsite | Updated: 25 July 2026 | For SA SMEs 5-50 staff | POPIA Sec 19 compliant

NextGrid Technologies • Microsoft 365 Authorized • Lenovo 360 Authorized 2026 • POPIA Ready • For SA SMEs 5-50 staff • Pretoria on-site, remote SA • +27 76 948 9154

This is the exact checklist we use on R950 Health Checks. Average 4.2 critical issues found. Same-day fix R2,290. No lock-in. Call +27 76 948 9154.

The 3-2-1 Rule + NextGrid Hardening

1. 3 copies of data

Keep production (M365) + local backup (NAS) + immutable cloud copy in SA (Cape Town/JHB). Medical practice deleted 3 years patient files — restored in 20 min because of this third copy. OneDrive sync is NOT a copy.

2. 2 different media

Local NAS with snapshots + cloud immutable storage with object lock. Ransomware can't encrypt both at same time. NAS snapshots every 4 hours, 30-day retention.

3. 1 offsite immutable

Cloud copy with immutability for 30+ days, undeletable even by Global Admin. Required for POPIA Sec 19: secure record. Object lock prevents deletion even if attacker steals Global Admin.

4. Daily automated + weekly test

Automated M365 Mail/SharePoint/OneDrive/Teams backup daily at 8pm. Test 1 file restore weekly — we send report with screenshot for insurer/POPIA auditor. Not just green tick.

5. 30+ day versioning

Keep 30-90 day point-in-time versions. Crypto-locker encrypts today, you restore from 2 days ago before encryption. Versioning enabled + immutable backup separate from versioning.

6. Separate admin accounts

Backup admin ≠ daily user. Attacker steals daily creds, can't delete backups. Break-glass backup admin with FIDO2, monitored, no daily email.

7. RPO <24h, RTO <4h

Recovery Point Objective <24h (lose max 24h data), Recovery Time Objective <4h (back online in 4h). Tested monthly, report for insurer. Medical practice RTO was 20 min.

8. What to test on R950 Health Check

We test: 1 file restore (real restore, not check), immutability enabled (try delete – should fail), NAS snapshot age (<24h), M365 versioning 30d enabled, backup admin separate. Call 076 948 9154. R950 once-off, pay after visit.