



# St Joseph's Theological Institute NPC

(Company number 2003/009125/08. PBO number 930007111)

Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997 (Registration Certificate number 2003/HE08/003).

✉ Private Bag 6004,  
Hilton, 3245  
Republic of South Africa

website: [www.sjti.ac.za](http://www.sjti.ac.za)

☎ Telephone: +27(87) 353 8940  
Facsimile: +27(86) 435 2264  
email: [president@sjti.ac.za](mailto:president@sjti.ac.za)

## BACKUP POLICY

<b>Title</b>	Backup Policy
<b>Policy No.</b>	SJTI/ICT/005
<b>Compiled by</b>	ICT Consultant, January 2016
<b>Approved by</b>	President, January 2016
<b>Reviewed and approved by</b>	Board of Directors
<b>Review date</b>	12 October 2017
<b>Responsibility for update</b>	ICT Consultant
<b>Next Review</b>	October 2020

### 1. Introduction / Rationale

It is important that the Institute has a clear position in relation to backup and recovery of its information/data which is clear and easily understood. ICT Services have reviewed the type of information/data retained based on its criticality to the business, and the actual life during which there would be a value to the business in terms of recovery.

The purpose of the policy is to provide a definition of backups to be taken to maintain the integrity of the Institute systems and data. The policy applies to all Institute systems and associated data contained on any Institute ICT Facilities.

Each application will be associated with one of three backup tiers based on the strategic importance in relation to business delivery, disaster recovery and information recovery requirements.

### 2. Backup Policy

Applications/servers will be allocated one of the following backup tiers as agreed with the Board of Directors in consultation with the ICT Consultant:

Backup Tier	Frequency	Responsibility of
Backup Tier A	Daily	User
Backup Tier B	Weekly	ICT Services and User
Backup Tier C	Monthly	ICT Services