

SYSTEM BACKUP POLICY

Name of regulation: System Backup Policy

Purpose of regulation: To provide a definition of backups to be taken to maintain the integrity of the Institute systems and data

Approval for this regulation given by: Board of Directors

Responsibility for its update: ICT Consultant

Regulation applies to: All Institute systems and associated data contained on any Institute ICT Facilities

Date of Approval: October 2016

Proposed Date of Review: October 2017

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.

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