

Saint Michael's College

Information Security Policy: Data Backup Policy

1. Purpose

The purpose of the Data Backup Policy is to provide for the continuity, restoration and recovery of critical data and systems in the Saint Michael's College computer center.

2. Scope

The Information Technology department is responsible for the backup of data held in central systems and related databases. The responsibility for backing up data held on the workstations of individuals regardless of whether they are owned privately or by Saint Michael's College falls entirely to the user. Campus users should consult the Helpdesk about local backup options.

3. Policy

- 3.1. All data, operating systems and utility files are systematically backed up, including patches, fixes and updates.
- 3.2. Records of what is backed up and to where must be maintained
- 3.3. Records of software licensing must be maintained and backed up
- 3.4. Backup media must be precisely labeled and accurate records kept as to the location of backup media
- 3.5. Backup schedule and media rotation must include provisions for storing backups in an offsite location. The location must be a sufficient distance away to escape any damage from a Saint Michael's College main campus disaster.
- 3.6. Daily tests of restoring data/software from the backup copies should be undertaken, to ensure that they can be relied upon for use in an emergency. Logs of the test restores will be maintained.

4. Enforcement

Violation of this policy may result in disciplinary action which up to and including termination for employees and temporaries; a termination of the contract without compensation in the case of contractors or consultants; or dismissal for interns and volunteers. Additionally, individuals are subject to loss of Saint Michael's College information resource access privileges, civil, and criminal prosecution or other legal action. They may also be held financially liable.