**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Data Backup Plan §164.308(a)(7)(ii)(A)**

### **Data Backup and Storage §164.310(d)(2)(iv)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** Backup copies of all ePHI on our electronic media and information systems must be made regularly. We must have adequate backup systems that ensure that all ePHI can be recovered following a disaster or media failure. Backups of ePHI must be performed successfully and stored in a secure remote location at a sufficient distance from the facility to escape damage from a disaster at or near our facility.

**Procedures:** We areresponsible for ensuring the backup of our data. These backup copies are verified and stored at a secure remote location. Backup copies of ePHI stored at a secure location must be accessible to authorized personnel for timely retrieval of the information.

**Details:** The data backup plan and backup and storage procedures include but are not limited to:

* Information systems containing ePHI to be backed up are identified.
* Backups of ePHI are made on a periodic, at least nightly, basis.
* Successful completion of the backup is verified.
* Local backup data is transported in a secure manner and store in a secure environment. This data is encrypted at rest.
* Remote backup data is stored in a vendor’s HIPAA-compliant data center. This data is encrypted in transit and at rest. The vendor’s facility is a sufficient distance from our facility to escape damage from a disaster.
* Backup copies of ePHI will only be accessible to authorized personnel who are trained in data backup restoration procedures.
* Backup data will be retained in accordance with federal and state laws as applicable.
* Documentation (e.g. business associate contract, policies and procedures) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |