CWA ENTERPRISE

Backup Procedure

This document outlines the step-by-step process for backing up critical data and systems in our organization. These procedures apply to all employees, contractors, and third-party vendors who have access to our systems and data.

# Backup Schedule

Our organization will determine the backup schedule based on the criticality of the data and systems and the frequency of changes to the data. Backups will be performed at least weekly for critical data and systems, and more frequently for highly critical data and systems.

# Backup Media

Our organization will use appropriate backup media to ensure the integrity of the data. The backup media will be stored offsite in a secure location to protect against disasters, such as fire or flooding. Backup media will be rotated regularly to ensure that backups are always up-to-date.

# Backup Procedure Steps

## Step 1: Full Backups

Our organization will perform full backups of all critical data and systems at least once a month. Full backups will be stored offsite in a secure location.

## Step 2: Incremental Backups

Our organization will perform incremental backups of all critical data and systems daily. Incremental backups will only backup data that has changed since the last backup.

## Step 3: Verification

Our organization will verify the integrity of the backup media by performing regular tests to ensure that the data can be restored from the backup media.

Step 4: Retention

Our organization will retain backups for a minimum of 90 days or longer based on the criticality of the data and systems. After the retention period, the backup media will be securely destroyed.

Step 5: Backup

Restoration In the event of a disaster or system failure, our organization will restore data from the most recent backup. Restoration will be performed in accordance with our organization's disaster recovery plan.

# Compliance

Our organization will comply with all applicable laws, regulations, and industry standards related to backup and disaster recovery.

By following this step-by-step backup procedure, our organization can ensure the availability of critical systems and data in the event of a disaster or system failure.