Backup Policy

To protect against any event that may cause a loss in data, such as physical disaster or data corruption, the help desk requires a periodical backup of all data. The purpose of this policy is to define the minimum controls required for data backup and to safeguard against the loss of data that may occur due to physical disaster, human error, and software or hardware corruption. This policy applies to all technicians who process or store data within the servers.

There are plenty of different backup options, however, they can only be done at specific times. A **Full Backup** includes all files of a defined set of data. This copies all files, regardless of whether they have been modified or not. This will set the base for the differential and incremental backups. A full backup will only be done once a week to avoid service interruption, followed by differential and/or incremental backups during the week.

An **incremental backup** captures only the files changed since the last incremental backup. This means the next time an incremental backup is done, the file is skipped unless it has been modified again. This backup option ensures your backup is up to date and saves both time and storage space.

A **differential backup** captures only the files that have changed since the last full backup. It will continue to backup files that have changed or added since the last full backup. This requires more storage space, but ensures a smoother, easier, and more reliable restore.