



# Institute of Primate Research

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## STANDARD OPERATING PROCEDURE (SOP) DOCUMENT

### Data storage, backup, encryption, and disaster recovery

SOP No.	Issue Number	Issue Date	Revision Status	Revision Date
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**Approvals**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Developed by:</b>	<u>Patrick Waweru Mwaura</u>	<u></u>	<u>6<sup>th</sup> October; 2025</u>
	<u></u>	<u></u>	<u></u>
	<u></u>	<u></u>	<u></u>
<b>Reviewed by:</b>	<u></u>	<u></u>	<u></u>
<b>Approved by:</b>	<u></u>	<u></u>	<u></u>

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## 1. PURPOSE

To define secure storage, backup, encryption, and recovery procedures ensuring availability, integrity, and confidentiality of all DS&AS datasets.

## 2. SCOPE

Applies to all data (raw, processed, and metadata) managed by DS&AS, including on premise servers and cloud platforms.

## 3. PERSONS RESPONSIBLE:

- **Data Engineer:** Implements storage, backup, and encryption.
- **ICT Lead:** Ensures infrastructure resilience.
- **Head of DS&AS:** Monitors compliance with policy.

## 4. FREQUENCY

- Backups conducted **daily** (incremental) and **weekly** (full).
- Disaster recovery drills conducted **annually**.

## 5. MATERIALS

- Secure servers/cloud (PostgreSQL, MySQL, AWS/Azure).
- Encryption tools (AES-256, SSL/TLS).
- Backup automation software.
- Disaster Recovery (DR) plan.

## 6. PROCEDURE

1. **Storage:** Store datasets in centralized repository with role-based access.
2. **Encryption:** Encrypt all sensitive datasets at rest and in transit.
3. **Backups:** Automate daily incremental and weekly full backups; test restore monthly.
4. **Disaster Recovery:** Maintain offsite/cloud backup; initiate DR plan in case of system failure.
5. **Monitoring:** DS&AS reviews storage/backup logs weekly.

## **7. REFERENCES**

To be provided later