

	Document No:	IT-006
	Page:	1 of 3
Policy	Backup and Recovery of Computer Systems	

1. Purpose

The purpose of this procedure to define and outline the backup and recovery process for computerized systems managed by or on behalf of OVP Biotech.

2. Scope

This procedure applies to computerized systems that are managed by or on behalf of OVP Biotech. Systems hosted by 3rd party vendors are out of scope of this procedure.

3. Responsibility

Role	Responsibilities
IT	Responsible for ensuring computerized systems are backed up and that the backup and recovery process has been tested.

4. Definitions

Term	Definitions
Computerized System	A computerized system includes: computer hardware, computer software, peripheral devices, networks, personnel, and documentation.
Cloud Backup	The saving of files to a secure cloud for the purpose of preventing loss of data in the event of equipment failure or destruction.
Restore/Recovery	The process of bringing data back from backup media (cloud) for use.

5. Procedure

5.1. OVP uses a Datto backup device with an agent on servers.

5.2. Backup Schedules and Retention:

5.2.1. Local server backups

5.2.1.1. Intra-day backups are performed every hour.

5.2.1.2. Intra-day backups are stored for 5 days.

5.2.1.3. Monthly backups are stored indefinitely.

5.2.2. Cloud backups

5.2.2.1. Daily backups are replicated to the cloud once per day.

5.2.2.2. Cloud backups are retained for 1 year.

This document is confidential and property of OVP and may not be duplicated, altered or removed from the facility.

	Document No:	IT-006
	Page:	2 of 3
Policy	Backup and Recovery of Computer Systems	

5.3. End User Backups

5.3.1. OVP uses OwnCloud as a utility to backup end user computers.

5.3.2. The following locations are backed up.

5.3.2.1. Desktop

5.3.2.2. My Documents

5.4. Office 365 Backups

5.4.1. OVP utilizes native Microsoft backup utility.

5.4.1.1. Microsoft backups the OVP O365 E3 environment daily.

5.4.2. OVP also utilizes Backupify for cloud replication of O365 accounts.

5.4.2.1. Backups are performed 3 times a day.

5.5. Off-site synchronization

5.5.1. All servers are synced to the Network Operation Center (NOC) off-site at Datto.

5.6. Monitoring of backups

5.6.1. Backup operations error logs are reviewed on a daily basis.

5.6.2. Backup failures will trigger email notifications to IT.

5.6.3. Weekly backup report is emailed to the Head of IT.

5.7. Recovery Testing Schedule

5.7.1. IT will perform a full server restore from the local Datto device twice a year.

5.7.2. IT will perform a full server restore from the cloud backup twice a year.

5.7.3. IT will perform an email restore twice a year.

5.7.4. IT will perform a full O365 account restore twice a year.

6. Related Procedures

N/A

7. Appendix

N/A

8. Revision History

This document is confidential and property of OVP and may not be duplicated, altered or removed from the facility.

	Document No:	IT-006
	Page:	3 of 3
Policy	Backup and Recovery of Computer Systems	

Revision #	Revision Date	Description of Changes	Author
00	15-AUG-2021	New Document	JOHN DOE

This document is confidential and property of OVP and may not be duplicated, altered or removed from the facility.