

Backup and Recovery Procedure

1. Purpose

The purpose of this procedure is to ensure that [Organization Name]'s data is regularly backed up and can be restored in case of loss or corruption.

2. Scope

This procedure applies to all critical data and systems within [Organization Name].

3. Backup Schedule

- **Daily:** Backup critical data (e.g., databases, financial records).
 - **Weekly:** Back up less critical data (e.g., project files).
 - **Monthly:** Back up archival data (e.g., old emails).
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4. Backup Storage

- **Onsite:** Store backups in a secure, fireproof location.
 - **Offsite:** Store backups in a secure, remote location (e.g., cloud storage).
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5. Recovery Process

1. **Identify:** Determine which data needs to be restored.
 2. **Restore:** Use the most recent backup to restore data.
 3. **Verify:** Check that the restored data is complete and accurate.
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6. Testing

- **Frequency:** Test backups quarterly to ensure they can be restored.
 - **Documentation:** Document the results of each test.
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7. Responsibilities

- **IT Team:** Perform backups and restores.
 - **Users:** Report data loss or corruption immediately.
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8. Review and Updates

This procedure will be reviewed annually or as needed.