

DATA BACKUP POLICY

ITP106

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PROCEDURES &
FORMS](#)



1. PURPOSE

The purpose of this policy is to describe the overall backup policy for information and ICT systems within the Corporation, including the minimum backup frequency for the different types of information and ICT systems.

2. SCOPE

This policy applies to all staff, third party contracts and temporary personnel within the company that are responsible for the installation and support of company's ICT systems and information, individuals charged with information resources security and data owners.

3. POLICY DIRECTIVES

Data Backup for Systems, Applications and Data

Up-to-date backups of all critical items shall be taken regularly to ensure the continued provision of the minimum essential level of service. These items include:

- Instant VM recovery
- Entire VM (Including registration)
- Databases
- Documents
- Application aware backup

All Virtual Servers backups is set as per below Procedures

- Backup on disk – Everyday Incremental Backup and Weekly Full Backup for all VM servers with 7 restore points.
- Backup on tape – Every week full backup with 3 weeks' retention.
- Every month full backup with one-month retention.
- Every quarter full backup maintain as a offsite backup with infinity period retention.
- Replication on a disk to the DR site – Everyday replication has set to DR site with 7 restore points
- Backup copy on a disk to the DR site – Retention is 10 restore points. This is treat as a offsite backup on a disk.
- Backup logs are receiving everyday to the IT team by email. The servers backup is tested regularly by the sure backup process of the Veeam.

4. DEFINITIONS

Backup on Disk - is the copy of the files and applications and entire Virtual servers made on a SAN storage to avoid loss of data and facilitate recovery in the event of a system crash.

Backup on a Tape – is the copy of the files and applications and entire Virtual servers made on Tape to avoid loss of data and facilitate recovery in the event of a system crash or site crash.

Replication on a disk – is the copy of the files and applications and entire Virtual servers made on SAN storage on to a DR Site to avoid loss of data and facilitate recovery in the event of a system crash or site crash.

Backup Copy on Disk – is the copy of the “backup on disk” data made on SAN storage on to a DR Site to avoid loss of data and facilitate recovery in the event of a system crash or site crash.

5. ENFORCEMENT

Any employee found to have violated this policy may be subjected to disciplinary action.

6. DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

IT Manager

Change Brief

Version No.	Date	Changes
1	January 2014	New Documents
2	September 2014	Backup Schedule Changes, Backup location added
3	February 2017	Modification of Backup Schedule
4	October 2019	Introduce a new backup method. Include note that the new backup system cover all existing back up requirement including those specified in version 3

Review & Approval:

(Enter final approver title here)