DATA BACK-UP & MEDIA HANDLING PROCEDURE

*Revision: r1.0*

*Effective Date: ddmmyyyy*

*Classification: INTERNAL*

**INTERNAL INFORMATION**

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# Introduction

## Document Definition

This document is a Procedure.

For a full description of document types, see *XXXX-POL-ALL-001 - Information Security Policy Framework*

## Objective

The objective of this procedure is to provide a step by step process for data backup and media handling for XXXX.

## Scope

### Applicability to employees

XXXX refers to XXXX as well as its majority-owned subsidiaries and joint ventures (if applicable). This procedure applies to all employees, officers, members of Board of Directors, and all consultants, and contractors.

### Applicability to External Parties

Relevant procedure statements will apply to any external party and be included in contractual obligations on a case-by-case basis.

### Applicability to Assets

This procedure applies to all information assets globally owned by XXXX, or where XXXX has custodial responsibilities.

## Related Documents / References

* *XXXX-POL-ALL-001 - Information Security Policy Framework*
* *XXXX-POL-ALL-005 - Data Handling & Retention Policy*
* *XXXX-STD-ALL-011 - Data Handling, Destruction & Retention Standard*
* *XXXX-POL-ALL-037 - Data Backup and Recovery Policy*

# Procedure Statements

## Back-Up of Production Data

This procedure is currently handled by a third party (Frontier, under contract) on behalf of XXXX, in conformity to XXXX-POL-ALL-005 - Data Handling & Retention Policy, XXXX-STD-ALL-011 - Data Handling, Destruction & Retention Standard, and XXXX-POL-ALL-037 - Data Backup and Recovery Policy.

A monthly report of the third-party activities is sent to XXXX Head of IT for review.

## Back-Up of User Data

1. All users have been created with a folder on XXXX Drive (Personal Drive (F:\))
2. Users drop files and data for backup on XXXX Drive (Personal Drive (F:\))
3. Backup is done by Frontier at the close of business each day.
4. Apps and other system configurations are also backed up by Frontier

# Procedure Compliance & Enforcement

## Compliance Measures

Not applicable.

## Enforcement

All staff of XXXX must comply with all Information Security Procedures. Failure to comply with these procedures may result in disciplinary action in accordance with the current XXXX Human Resources policy. Disciplinary actions may include, but are not limited to:

* verbal and/or written warnings;
* instant dismissal; and
* actions by judicial and regulatory authorities.

# Glossary / Acronyms

## Glossary / Acronyms

|  |  |
| --- | --- |
| ISO | Information Security Officer |

# Document Management

## Document Revision Log

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Editor** | **Revision #** | **Description of Change** |
|  |  |  |  |

## Document Ownership

This Procedure is owned by the YYYY.

## Document Coordinator

This Procedure is coordinated by the YYYY

## Document Approvers

|  |  |  |
| --- | --- | --- |
| **Approver Name** | **Signature** | **Date** |
|  |  |  |

## Distribution

* *The distribution is to all staff*