Assignment - 4

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Data Flow – INFO8910

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**Company Backup Policy**

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# Purpose

The main purpose of data backup is to recover from primary data failure by creating a copy of data. The data failure may occur form various factors such as software and hardware failure, data breach, malicious attack, and unintended deletion of data. Backup copies allow data to be restored to help the business recover from an unplanned event from an earlier point in time.

# Scope

Backup policy is only applicable to SharePoint 2019 on-premise.

# Definitions

**Backup:** A copy of data stored elsewhere so that the original data can be restored after data the occurrence of data loss event is called data backup.

**Data:** A data is acollection of information from SharePoint 2019 on-premise

**On-premise:** All the resources are available within the organisational limitations to employees.

**Data Breach:** Leakage of confidential data to outside environment deliberately or unintentional.

**Malicious attack:** A malicious attack is an attempt to hack or exploit someone’s computer violently whether by computer viruses, social engineering, and phishing.

# Roles and Responsibilities

An operation specialist is responsible for daily and weekly off-site backup and storage administrator is responsible for monthly off-site backup.

# Frequency

The following schedule should be followed to back-up the data.

* Daily data backup is done every hour from Monday to Sunday
* Weekly data backup will take place on Sunday night at 10 pm est.
* Monthly data backup will take place on last Saturday of the month at 10:30 pm est.

Blue Ray discs are used to store monthly backups and the stored data will be sent off-site to a company called Iron Mountain.

# Retention

**Daily Backup:** Daily backups are kept for 2 weeks and need to overwrite after that**.**

**Weekly Backup:** Weekly backups are kept for 3 months and need to overwrite after that.

**Monthly Backup:** Monthly backups are kept for 3 years and need to overwrite after that.

# Restoration

In case of loss of data due to data corruption or malicious attacks, restoration of data backup is done by following the procedure mentioned in the document called “Disaster Recovery Process and Procedure Plan”.