



MicroVentures Philippines Financing Company Inc.
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Policy No.	:	INFORMATION SECURITY POLICY 2017 - 06	
Policy Name	:	BACKUP SECURITY POLICY	
Version No.	:	1.0	
Effectivity Date	:	2017 March 01	
Replaces	:	- n/a -	
Target Group	:	ALL EMPLOYEES	
Total Pages	:	2	
Approved By	:	IT HEAD	 RAMEL E. ROBLES
	:	PRESIDENT	 DANIELE ROVERE

INFORMATION SECURITY POLICY 2017-06

POLICY NAME : BACKUP SECURITY POLICY

1.0 Overview

Electronic backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, or system operations errors.

2.0 Purpose

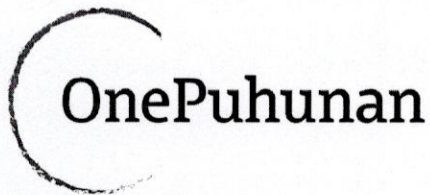
The purpose of the MicroVentures Philippines Financing Company Inc. (OnePuhunan) Backup Security Policy is to establish the rules for the backup and storage of the electronic/digital information of the Company.

3.0 Scope

The MicroVentures Philippines Financing Company Inc. Backup Security Policy applies to all individuals within the company that are responsible for the installation and support of Information Resources, individuals in-charge with Information Resources Security and data owners.

4.0 Policy

- The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner.
- The MicroVentures Philippines Financing Company Inc. Information Resources backup and recovery process for each system must be documented and periodically reviewed.
- A process must be implemented to verify the success of the MicroVentures Philippines Financing Company Inc. electronic information backup.
- Backups must be periodically tested to ensure that they are recoverable.
- Backup Media must have at a minimum the following identifying criteria that can be readily identified by labels and/or a bar-coding system:
 - Disk ID Number
 - Creation Date
 - Sensitivity Classification
 - MicroVentures Philippines Financing Company Inc. Contact Information
- Only Authorized Personnel by the Company shall have physical access to the Backup Media. Any person requesting access to the data from the Backup Copy should secure approval from the Information Technology Head, the Data Owner, and Senior Management.
- The vendor(s) providing offsite backup storage for MicroVentures Philippines Financing Company Inc. must be cleared to handle the highest level of information stored.
- Physical access controls implemented at offsite backup storage locations must meet or exceed the physical access controls of the source systems. Additionally, backup disk must be protected in accordance with the highest sensitivity level of information stored.



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- List of Authorized Personnel held by the offsite backup storage vendor(s) for access to MicroVentures Philippines Financing Company Inc. backup media must be reviewed annually or when an authorized individual has signified his intent to leave the company. Upon notice of separation, the personnel's authorization must be revoked.
- Procedures between MicroVentures Philippines Financing Company Inc. and the offsite backup storage vendor(s) must be reviewed at least annually.

5.0 Enforcement

Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

6.0 Revision History