

# Data Backup and Recovery Contract

This Contract ("Contract") is made and entered into as of [Date] by and between [Company Name] ("Company") and [Contracting Party] ("Party"), collectively referred to as the "Parties."

## 1. Purpose and Scope

1.1 Purpose: This Contract outlines the responsibilities and standards for implementing the Data Backup and Recovery SOP to safeguard data integrity and availability.

1.2 Scope: This Contract applies to all backup and recovery procedures for critical data managed by the organization.

## 2. Roles and Responsibilities

2.1 IT Technicians: Responsible for conducting daily backups, performing data recovery as needed, and maintaining documentation.

2.2 Data Protection Officers: Oversee backup processes, ensure regulatory compliance, and monitor data security standards.

2.3 Management: Approve the backup and recovery policies, allocate resources, and review audit results.

## 3. Backup and Recovery Procedures

3.1 Daily Incremental Backups: The Party agrees to conduct daily incremental backups, capturing recent changes to minimize data loss.

3.2 Weekly Full Backups: Full backups shall be completed weekly, ensuring a comprehensive copy of all critical data is maintained.

3.3 Data Recovery Protocol: In the event of data loss, the Party agrees to perform recovery promptly and validate data integrity.

## 4. Storage and Security of Backups

4.1 Onsite Backup Storage: Backups shall be stored in a secure, access-controlled onsite location.

4.2 Offsite Backup Storage: A copy of all full backups must be stored offsite to provide redundancy in the event of onsite data loss.

4.3 Encryption Standards: All backups shall be encrypted using AES-256 or equivalent security measures to protect data confidentiality.

## 5. Documentation and Record-Keeping

5.1 Backup Logs: Maintain logs for each backup process, noting the date, time, scope, and verification status.

5.2 Restoration Records: Document each data recovery event, including the source, time taken, and recovery results.

5.3 Audit Trail: Records shall be maintained for a minimum of five years and be available for audits to verify compliance with SOP standards.

## 6. Training Requirements

6.1 Backup Software Training: IT staff must complete training on backup software, including practical exercises in recovery procedures.

6.2 Data Security Training: All personnel involved in backup and recovery shall undergo data security training, focusing on encryption and access controls.

6.3 Compliance Refresher: Regular refresher courses to ensure awareness of any changes in data protection laws.

## 7. Compliance and Security Standards

7.1 Data Protection Regulations: The Party agrees to comply with GDPR, HIPAA, and any other

relevant data protection laws.

7.2 Security Audits: The Company reserves the right to conduct security audits bi-annually to verify compliance with data security standards.

7.3 Incident Reporting: Any breaches or failures in the backup system must be reported immediately to Data Protection Officers.

8. Continuous Improvement and System Testing

8.1 Recovery Testing: The Party agrees to conduct quarterly tests of data recovery procedures to ensure reliability.

8.2 Audit Feedback: Findings from audits will be used to improve backup and recovery practices, enhancing data resilience.

8.3 Process Optimization: The Party shall implement improvements in data backup based on feedback from audit reports and system testing.

9. Non-Compliance Penalties and Corrective Actions

9.1 Non-Compliance Reporting: Instances of non-compliance with data security or backup standards must be reported within 24 hours.

9.2 Corrective Measures: Non-compliance may result in additional oversight, retraining, or penalties.

9.3 Termination Clause: Repeated failure to adhere to backup and recovery standards may result in termination of this Contract with a 30-day notice period.

10. Signatures and Authorization

By signing below, both Parties agree to the terms and conditions outlined in this Data Backup and Recovery Contract.

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[Company Representative]

[Contracting Party]

Date:

Date: