

System Backup Policy

Name of policy, procedure or regulation

System Backup Policy

Purpose of policy, procedure or regulation

To provide a definition of backups taken to maintain the integrity of University systems and data

Who formally approved this policy, procedure or regulation?

Information Systems and Process Management Board

Who has responsibility for its update?

Information Services

To whom does this policy, procedure or regulation apply?

All University systems and associated data contained within the Primary and Secondary Data Centres

a) Date of approval

30th Sept. 2014

b) Proposed date of review

Annual

1. Introduction/Rationale

It is important that the University has a clear position in relation to backup and recovery of its information/data which is clear and easily understood. Information Services has reviewed the type of information/data retained based on its criticality to the business, and the actual life during which there would be a value to the business in terms of recovery.

Each application will be associated with one of three backup tiers based on the strategic importance in relation to business delivery, disaster recovery and information recovery requirements.

2. Backup Policy

Applications/servers will be allocated one of the following backup tiers as agreed with the business owner.

Backup Tier/ Policy	Period Retained on disk	No. of Period End Archives Automatically Retained	Supplementary Archives
Backup Tier A	30 days	2	On request
Backup Tier B	15 days	1	On request
Backup Tier C	7 days	0	On request

Backup Tier A will provide 30 days of consecutive backup held on disc, enabling an application to be restored quickly to any point within the last 30 days. On day 30 a further backup (end of period Archive) would be taken. Within this Backup Tier, two such Archives would exist providing two 30 day recovery points.

Backup Tier B will provide 15 days of consecutive backup, enabling an application to be restored to any point within the last 15 days. On day 15 a further backup (Archive) would be taken and retained for a further 15 days.

Backup Tier C will provide 7 days of consecutive backup, enabling an application to be restored to any point within the last 7 days no (Archive) would be taken.

In addition, Archives would be on request if there is a special purpose (e.g. end of year for Finance).

3. Roles and responsibilities in relation to this policy

Information Services will manage this policy and update it appropriately in consultation with Information Systems and Process Management Board.