Backup Policy

For Acme Widget Corporation

# Overview

In order to ensure all business data retention objectives as well as ensure continuity of its operations, Acme Widget Company shall adopt and follow the policies and procedures stipulated in this document.

The purpose of this policy is to provide means to:

* Restore the integrity of the computer systems in the event of a hardware/software failure or physical disaster
* Provide a measure of protection against human error or the inadvertent deletion of important files.
* Comply with any legal requirements in regard to data retention.

## Scope

* **Employees**
  + This policy applies to all individuals who have access to the IT assets of Acme Widget Corporation.
* **IT Assets**
  + This policy applies to the entire IT infrastructure of Acme Widget Corporation unless otherwise stipulated in this document.
* **Documentation**
  + The policy documentation shall consist of this document along with any accompanying procedural or guide documents referenced herein.
* **Document Control**
  + Once signed by all parties, each involved department shall retain a copy of this policy for reference. The policy itself will also be stored in <insert link to company documentation repository or system>
* **Privacy**
  + This backup policy document shall be considered as “confidential” and shall be made available to the concerned persons with proper access control.
* **Responsibility**
  + Primary responsibility regarding this document is attributed to the head of the IT for Acme Widget Corporation, however all involved parties are responsible for review and approval.

## Policy

* **Selection**
  + All company data should be included in the backup selection. Exceptions listed below.
* **Frequency**
  + Daily - Every 24 hours
  + Monthly - Once every month
* **Retention**
  + Daily - 31 days
  + Monthly - 11 months
* **Access**
  + Access to the backup software and repositories will be strictly controlled and only accessible to approved IT staff members
* **Monitoring**
  + Backup job completion must be validated every 24 hours.
  + Should an issue arise that causes the backups to be inoperable for longer than 48 hours, all parties who have signed this document shall be notified.
  + Resources required to re-establish backup consistency shall be granted with minimal delay by the parties signing this document.
* **Offsite**
  + The daily backup chain shall be replicated offsite at least once every 24 hours.
* **User Local Data**
  + Data not stored on Acme Widget Corporation servers or SaaS services are not included for consideration in this policy.
* **Testing**
  + Backup data integrity will be tested every 6 months to ensure there are no issues with data corruption, nor with the restore policies.
* **Review**
  + This policy shall be reviewed annually by all involved parties.
  + Significant business changes can trigger additional reviews of this policy prior to the annual review.
* **Exception List**
  + <insert list of assets which do not require any data backup>

## Acceptance and Approval

|  |  |
| --- | --- |
|  | Any employee found to have violated this policy may be subjected to disciplinary action in line with the HR Policy. |

**By signing this document, you confirm that you have read, understood and accepted the implications and responsibilities stipulated herein.**

* Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* IT Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_