

Information Security Policies

Data Backup Policy

Version: 1.0

Effective Date:

9-23-11

Approved by:

IT Advisory

Committee

Backup Policy

1.0 Purpose

Data loss poses significant risk to the educational and business functions of Keuka College. This policy enhance the security of Keuka College data resources, mitigating the catastrophic potential for data or productivity loss on the functioning of the institution.

2.0 Scope

Individuals affected:

This policy applies to all Information Technology Services (ITS) staff, employees or contractors hereafter known as *Information Technology Services (ITS) Support Personnel*. ITS Support Personnel include, but are not limited to, all Information Technology Services (ITS) staff, contractors, auditors or others with administrative, environmental or physical access to Keuka College resources.

Resources covered:

This policy applies to all college resources, whether individually controlled, shared, stand alone or networked. It applies to all computers and communications devices owned, leased, operated or provided by Keuka College. This includes, but is not limited to personal computers, wireless communication devices, networking devices, workstations, servers, and any peripheral devices and the associated software thereof. This policy also applies to all privately owned devices used to store, process or transmit college owned data. This policy applies to all physical locations where Keuka College resources are stored or used.

3.0 Policy

Creation

Backups are to be created using industry standard data backup software that supports “enterprise level” data assurance. The product, defined by the data backup standard, must support scheduled backups, incremental backups, and centralized management.

Storage

Storage of backups will meet the following requirements:

Backups will not be stored on the system they are a backup of

Backups will happen automatically (i.e. no user interaction is required to initiate the backup procedure)

Backups will be stored in a redundant storage method (stored to 2 servers, stored on server with RAID, etc.)

Duration

The duration, frequency, and type of backups will be established by the Director of Information Technology Services (ITS) and outlined in the Backup Standard. The Backup Standard must, at minimum satisfy:

Any regulations, laws, standards, or requirements set forth by federal, state, or local government

Any industry standards or best practices

Any nongovernmental regulatory practices obligating Keuka College

Testing

Ensuring that the backups are functional is critical to infrastructure continuity. As such, it is required that all backups are tested regularly to verify that they can still be used in an emergency situation where restoration of data is required. The manner in which they will be tested will be defined in a subsequent standard and/or procedure.

Use of Backups

In the event of data loss and the need to use a backup, Information Technology Services (ITS) support personnel should refer to the Disaster Recovery Plan for use and deployments of backups.

4.0 Enforcement

Responsible Persons

The Director of Information Technology Services (ITS) may at any time designate a member of the ITS staff to hold the primary responsibility of ensuring functional backups across the infrastructure. The designate of the ITS Director who is responsible for backups can delegate responsibility for sub-sections (desktop backups, server backups, etc). If such person or persons

are not appointed to be responsible for backups, the responsibility shall default to the ITS Director to ensure proper enterprise-wide backups.

Compliance:

At minimum these principles must be followed by individuals employed by Keuka College while attending to Keuka College resources. Individual departments or locations may apply stricter standards, provided they do not conflict with the standards and procedure outlined in this document.

5.0 – Definitions

Information Services Support Personnel – Any person who’s primary function is provide technical support to any realm of the infrastructure **OR** any person who has significant administrative access to any system or group of systems (“significant” is defined at the discretion of the Director of Information Technology Services).

Users – Faculty, Staff, Students, and other members of the Keuka college community that use or interact with the Keuka College network in any fashion.

6.0 Revision History

05/11/2011 – Document Created.

7.0 Policy Impact Statement

Rapid recovery from data loss will have a net positive impact on the organization. Information Technology Services (ITS) will need to set procedures to establish a data backup routine. Issues to consider are storage media, storage duration, procedure, and the individual college resource requirements.