

I. PURPOSE AND SCOPE

The serves to protect the college's information systems and information assets by establishing requirements for backup and recovery.

II. DEFINITIONS

- A. **Information Asset:** data or knowledge stored in any electronic manner and recognized as having value for the purpose of enabling the college to perform its business functions.
- B. **Information System:** an application or group of servers used for the electronic storage, processing, or transmitting of any College data or Information Asset.
- C. **Information System Media:** physical media on which an information system's information asset are stored for backup and recovery purposes, e.g., backup tapes, backup disks, NAS/SAN drives, magnetic media, etc.
- D. **Server:** hardware and software, and/or a workstation used to provide information and/or services to multiple users.

III. PROCEDURES

- A. To ensure that all sensitive college information assets are available in the event of a disruption, error, or disaster, the Office of Information Security (OIT) must:
 - 1. define the required level of backup for each information system or server that stores data;
 - 2. define the frequency of backups for each information system or server;
 - 3. establish an off-site storage location for backups at a sufficient distance to ensure separation from the primary college data center for where the data is housed;
 - 4. ensure the security controls implemented at the off-site backup storage location are appropriate to the criticality and the classification of the data;
 - 5. ensure that appropriate security controls are implemented on the information system media itself in accordance with data handling requirements;

6. retain information system data backups in accordance with regulatory and contractual requirements; and
7. test and update as necessary all backup procedures to ensure all security requirements have been met;
8. test backup Information system media regularly to ensure reliability, if applicable; and
9. test and update as necessary any recovery procedures to ensure timeliness and effectiveness of recovery.