



## IT BACKUP POLICY

### PURPOSE

Brock University requires its data and systems to be backed up and the backup media (both tape and disk) be stored in a secure manner. This Policy aims to protect data and systems at Brock to ensure that they can be reliably recovered if required. This Policy also addresses recovery of data accidentally deleted by users, which is on a best effort basis.

### SCOPE

This Policy applies to selected University electronic data stored on applications and systems managed by Information Technology Services ("ITS"). This Policy does not apply to hosted SaaS and PaaS solutions or services.

If any provision of this Policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the Policy provision is required by law, in which case the Policy provision will prevail.

### POLICY STATEMENT

- Brock University systems must be regularly backed up and the backups must be restorable. Data owners, in consultation with ITS Infrastructure staff, must determine the appropriate backup interval. A change to this interval must be requested via a support request to the ITS Help Desk.
- Backup media must be stored in a secure location.
- Backup media must be protected from physical and environmental damage.
- Backup media must be secured through controlled access.
- Data no longer required must be removed from backup media in a manner that prevents the data from being read.
- The IT Backup Standards support this Policy with detailed backup requirements which must be complied with.

## DEFINITIONS

**Data Backup:** A periodic copy of data for the purpose of being able to restore data in case of data loss.

**Data Restore:** A process to copy backup files from secondary media to return data to its original condition.

**SaaS:** Software as a service is a software licensing and delivery model in which software is licensed on a subscription basis and is hosted off premises.

**PaaS:** Platform as a service is a cloud computing model that delivers applications over the Internet. In a PaaS model, a cloud provider delivers hardware and software tools to its users as a service. A PaaS provider hosts the hardware and software on its own infrastructure.

## COMPLIANCE AND REPORTING

ITS enforces this Policy and the related Standards at all times. Anyone who has reason to suspect a deliberate and / or significant violation of this Policy is encouraged to promptly report it to the ITS Help Desk. Policy violations that come to the attention of the ITS Help Desk will be escalated to the Director, Infrastructure.

Policy violations will be assessed, and action taken to remediate the violation subject to collective agreements and / or other contractual conditions.

Where Policy violations are considered severe and / or cannot be easily remediated, the incident will be escalated to the Associate Vice-President, Information Technology Services for further action. Periodically, the AVP, ITS will provide to SAC a summary of all policy violations

Policy owner:	Associate Vice-President, Information Technology Services
Authorized by:	Current version - Executive Team Prior versions - Board of Trustees, Capital Infrastructure Committee
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Revision history:	2020 2019 2017 2016
Related documents:	IT Backup Standards