



MANAGEMENT OF DATA BACKUP

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1.0 OBJECTIVE

The purpose of this procedure is to define the steps to be taken to ensure proper management of data backup of servers maintained by ITO

2.0 SCOPE

This procedure covers the management of data backup of servers which are listed in the list of Data Backup Plans.

3.0 ACCOUNTABILITY

3.1 Collaborative & Database, Information Technology Division.

3.2 Application Core Enablers, Information Technology Division.

3.3 Data Centre & IT Resource Management, Information Technology Division.

4.0 ABBREVIATION (If any)

- 4.1 TL : Team Leader
 4.2 SA : System Administrator
 4.3 ITO : Information Technology Officer
 4.4 AITO : Assistant Information Technology Officer

5.0 REFERENCE

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6.0 RECORD RETENTION PERIOD

No	Quality Records	Location	Retention Period	Responsibility
1.	Date Backup Plan	Online Folder	Minimum 3 years	TL/ SA
2.	Backup Log	Respective Server	Minimum 1 year	TL/ SA

7.0 PROCESS FLOW

RESPONSIBILITY	DETAILED PROCEDURE
TL/SA	Data backup in servers maintained by ITD must be done according to the Data backup in servers maintained by ITD
SA/ITO/ AITO/Engineer	The respective SA or other assigned staff must perform data backup regularly.
SA/ITO/ AITO/Engineer	The staff that performs the backup must ensure that records of the backup activities are logged and kept for audit purposes (machine/email).
SA/ITO/ AITO/Engineer	Depending on the criticality of services/systems and availability of resources, one or more copies of the backup must be placed at a separate location from ITD.
TL	Backup operator must perform random checking and verification of the backup activity and record his/her action accordingly.
SA	Regular testing activities must be carried out to ensure accurate backup procedures. Testing covers copies of the backup stored in the respective server and at a separate location from ITD.
TL	Backup operator must record the testing activities accordingly.