

Individual Data Backup Policy

- Reference:** CNS-P-BACKUP-INDIVIDUAL **Revision:** A
- Source:** Computing and Networking Services (CNS). **Supersedes:** None
- Objective:** To regularly backup AUB information assets as well as to ensure the reliability and integrity of the backup media.
- Purpose:** The purpose of this policy is to maintain the availability and integrity of information resources in the case of error, compromises, failure, or disaster.
- Applicability:** This policy applies to all users of information systems.

Policy: **Backup of all essential AUB electronically-stored business data must be routinely created and properly stored to ensure prompt restoration in the event of disaster.**

At least three generations of backup tapes shall be retained at a remote location for business applications.

Restoration procedures will be documented and tested to ensure that they are effective and comply with restoration time requirements. They shall be kept with the backup copies at the remote location.

Backup media shall be tested to ensure the backup can be relied upon.

System owner's primary backup custodian shall be responsible for ensuring that backups are tested.

Consequence of

Non-Compliance: Non-compliance with this policy could severely impact the operation of the institution by exposing the AUB to permanent loss of university data leading to loss of financial records, students' records, patients' records, research material and/or university and research funds. It may also expose the individual or the University to legal action.

Additional

Information: - CNS Minimal Data Backup Policy
<http://www.aub.edu.lb/info/data-backup.html>