

Policy Title	College Backup Policy
Issue date (m/y)	August 2011
Author	Clare Holden
Approved by	Information Management Group
Review Date (m/y)	July 2012
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Context and/or Aims

This College Policy is intended to ensure that important documents and data are not lost in the instance of a system failure, or other disaster.

This Policy complies with the following legislation:

- [The Data Protection Act 1998](#)
- [The Computer Misuse Act \(1990\)](#)

Policy Statement

The Computer Services Team have responsibility for ensuring that all college data stored on College servers is backed up according to the Backup procedure, and stored securely in a fire-proof safe.

College Corporate Managers have a responsibility to ensure that the backups are restored and tested on a regular basis in partnership with the Computer Services Team.

Individual members of staff and students have responsibility for ensuring that any documents required to be backed up should be saved onto an appropriate network drive.

Requirements for Implementation

1. The Computer Services Team is responsible for ensuring that the backups are taken on a daily basis, and documented according to the Backup Procedure.
2. Any failure in backup is notified immediately to the Computer Services Team Leader who will inform the appropriate Corporate Manager, and a decision will be made to decide how to proceed to rectify the failure.
3. All backups are retained as digital tapes in a fireproof safe, and kept according to the procedure.
4. All Corporate Managers are required to test, at least twice each year, that their data can be successfully restored.

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Potential impact on Equal Opportunities

An Equality Impact Assessment has been conducted by the Student Services and Support Manager and the Equality & Diversity Co-ordinator on 12th May 2010 and any necessary amendments made to the policy.

Related Documents

Information Security Policy
Business Continuity Management Plan
Backup Procedure