DEPARTMENT OF HUMAN GENETICS 01-09

CATEGORY:	SUPPORT SERVICES
SECTION:	Computing, Information, and Data
SUBJECT:	Systems Backup Policy
EFFECTIVE DATE:	January 23, 2015 Revised
PAGE(S):	2

I. SCOPE

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

This policy applies to all laptop and desktop computer users. Every user of Department computer resources is expected to know and follow this policy.

II. POLICY

The Human Genetics IT Department is responsible for ensuring that all Department data and systems are backed up according to the Systems Backup Procedure and stored securely. They will also test the backups periodically to ensure that the data can be restored successfully.

Individual members of the Department, including faculty, staff, and students are responsible for ensuring that their data has been saved on the appropriate network drive.

The Human Genetics IT Department reserves the right to exclude any data from the Department backup that it views as necessary. Notification will be given in the event that data will be excluded from the backups.

Requirements for Implementation

1. The Human Genetics IT Department is responsible for ensuring that the backups are taken on a daily basis, and documented according to the Systems Backup Procedure.
2. Backups will be checked on a daily basis. In the event of a failure, a decision will be made to decide on how to rectify the failure.
3. All backups will be retained according to the backup procedure.
4. All backups are required to be tested at least twice a year and documented according the Systems Backup Procedure.

This policy will not supersede any University of Pittsburgh developed policies but may introduce more stringent requirements than the University policy.

III. Related Documents

Systems Backup Procedure 01-02-01