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Subject: Backup of Data within the Organization	Date Approved: May 14, 2012
Approved by: Executive Director	Date Revised:
Specific to: All Staff and Volunteers	Next Review Date: September 2017

POLICY:

This policy is taken from the Listowel-Wingham Hospitals Alliance (LWHA) Policy Manual. LWHA is responsible for the set-up, maintenance and security of all North Huron Family Health Team (NH FHT) networks. LWHA policy for the backup of data is as follows:

“This policy defines the backup policy for computers within the organization that are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers. Servers that are expected to be backed up include the file servers, application servers, production servers, web servers. Local drives on end user devices are not backed up centrally.

POLICY:

1. This policy applies to all computer equipment and data owned and operated by the organization.
2. This policy is designed to protect data in the organization, to ensure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, fire or disaster.
3. Backing up data is the saving of files to another other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
4. Restoring data is the process of bringing offline storage data back from the offline media and putting it onto an online storage system.
5. Full backups are performed nightly, 7 days a week, storage of the offline media will be located at a site other than the server being backed up. All current files will always have a back copy. Previous versions of any file will be archived as follows:
 - o Keep all revisions - 5 days
 - o Keep daily revisions - 1 week
 - o Keep weekly revisions - 1 month
 - o Keep monthly revision - 4 months
 - o (in addition to the above, daily revisions for the Family Health Teams are kept 30 days)
6. The ability to restore data from backups shall be tested regularly.
7. Daily logs will be kept to ensure the success of the routine backups when errors are detected corrective action is taken and documented by the Information Management Department.”