

## Backup Policy Document

### Purpose

**Focus:** The Backup Policy Document provides the overarching principles, guidelines, and objectives for managing backups within the organisation.

**Intent:** It establishes the rationale and high-level requirements for why backups are necessary and how they contribute to data integrity, availability, and compliance.

### Scope

**General Guidance:** Provides general guidelines and requirements applicable to all employees and stakeholders involved in data management and security. Ensures adherence to regulations, standards and industry best practices related to data backup and recovery.

### Content

**Policy Statements:** Includes statements outlining responsibilities, refers to process and procedures for data identification and classification, backup schedules, retention policies, security measures, compliance requirements, and incident response procedures.

**Strategic Focus:** Emphasises strategic alignment with organisational goals and compliance with frameworks, regulations, standards, industry best practices and legal requirements.

### Revision and Maintenance

**Updates:** Typically reviewed and updated annually or as needed to align with changes in business needs, regulatory requirements, or industry standards.

**Policy Alignment:** Ensures alignment with overall organisational policies, regulations, standards, industry best practices and frameworks for data management and security.

## Backup Process Document

### Purpose

**Focus:** The Backup Process Document outlines the process or specific procedures and steps involved in performing backups within the organisation.

**Details:** It includes detailed instructions on how backups are scheduled, what tools are used, where backups are stored, how data is encrypted, and how backups are monitored and tested.

### Scope

**Specificity:** It focuses on the technical aspects of backup operations, applicable tools, and locations where backups are stored. Primarily for IT operations teams, system administrators, and technical staff responsible for implementing and managing backup procedures.

### Content

**Granularity:** Provides a step-by-step breakdown of the backup process, including data identification, backup tools used, encryption methods, retention policies, and procedures for backup restoration.

**Operational Focus:** Emphasises operational details and technical requirements necessary for carrying out effective backup operations.

### Revision and Maintenance

**Updates:** May be updated more frequently to reflect changes in technology, tools, or operational procedures.

**Practical Application:** Designed to be a living document that operational teams refer to regularly for guidance and updates.