

**1 DIRECTIVE**

- 1.01 Each IT site must provide for onsite storage of the most current data backup and retrieval of data backed up on a demand basis.

**2 PURPOSE**

- 2.01 The purpose of this Directive is to ensure that data in the highest risk categories (hardware failure, human error, software corruption, computer viruses and theft) may be restored for critical business processes efficiently and with a minimum of lag time.

**3 SCOPE**

- 3.01 This directive applies to all GNB IT sites and computing systems.

**4 RESPONSIBILITY**

- 4.01 The Business Owner and IT Technical Support are responsible to devise a data backup scheme that provides for storing backup media onsite for current mission-critical processes.
- 4.02 IT Operations is responsible to implement and execute the data backup process developed to provide for onsite storage of data backup media.
- 4.03 All employees are responsible to ensure that their data required for mission-critical processes is included in the backup dataset.

**5 DEFINITIONS**

None

**6 RELATED DIRECTIVES**

- OCIO IT 05.02 – Data Backup and Storage
- OCIO IT 09.02 – Data Classification
- OCIO IT 11.04 – Backup Schedule
- OCIO IT 11.05 – Backup Data Stored Onsite