

1 DIRECTIVE

- 1.01 Each IT site must develop procedures for storing an offsite copy of the most current data backup and for retrieval of data stored offsite on a demand basis.

2 PURPOSE

- 2.01 The purpose of this Directive is to ensure business operations can be recovered in the event of the destruction or non-availability of onsite data.

3 SCOPE

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

4 RESPONSIBILITY

- 4.01 The Business Owner and IT Technical Support is responsible to devise a data backup scheme that provides for copies of backup media for current mission-critical processes to be stored offsite.
- 4.02 IT Operations is responsible to implement and execute the data backup process developed to provide for offsite storage of data backup media copies.
- 4.03 All employees are responsible to ensure that their data required for mission-critical processes is included in the backup dataset.
- 4.04 The Offsite Data Storage Librarian is responsible to execute the data backup media storage process to receive, store and return data backup copy media.
- 4.05 IT Technical Support is responsible to ensure that encryption protection for the backup data is implemented if the security classification of the data requires that it be protected while it is outside the security control of the IT site.

5 DEFINITIONS

None

6 RELATED DIRECTIVES

OCIO IT 05.02 – Data Backup and Storage

OCIO IT 09.02 – Data Classification

OCIO IT 09.06 – Data Encryption

OCIO IT 11.04 – Backup Schedule

OCIO IT 11.05 – Backup Data Stored Onsite