Backup Policy

Introduction
Electronic backups are a business requirement to enable the recovery of systems in the event of disasters, system disk drive failures or system operations errors.

1. Purpose
The purpose of this policy is to establish the rules for the backup and storage of electronic systems.

2. Audience
This policy applies to all individuals within Texas A&M University-Kingsville who are responsible for the installation and support of information resources, system administrators, individuals charged with information resource security, and data owners.

3. Backup Policy
3.1. The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by an annual risk assessment.
3.2. The backup and recovery procedure for each system must be documented and periodically reviewed.
3.3. Critical system backups must be stored offsite:
   3.3.1. The vendor(s) providing offsite backup storage must be approved by the Information Security Officer (ISO).
   3.3.2. Physical access controls implemented at offsite backup storage locations must meet or exceed the physical access controls of the source systems.
   3.3.3. Signature cards held by the offsite backup storage vendor(s) for access to backup media must be reviewed annually or when an authorized individual leaves the university.
   3.3.4. Procedures between the offsite backup storage vendor(s) and the university must be reviewed periodically.
3.4. At the time of backup, all backup jobs should be set to verify the data that has been backed up.
3.5. Backups must be tested annually to ensure that they are recoverable.
3.6. Backup media must be clearly labeled to identify the information resource to which it belongs.
3.7. The use of personally owned external storage devices is not permitted.
3.8. Users are required to report to the ISO any condition that might result in the loss of backup data confidentiality, integrity or availability for any reason.

4. Disciplinary Actions
Violation of this policy may result in disciplinary action up to and including termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or
suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of Texas A&M University-Kingsville Information Resources access privileges, civil, and criminal prosecution.