

Data Backup Policy

1. Overview

- a.** The purpose for this policy is to highlight the importance of data backup for all faculty, staff, and students. Some data is automatically backed up by Information Technology, but not all. Faculty, staff, and students must consider what they are responsible for maintaining. All employees should familiarize themselves with the guidelines of this policy.

2. Purpose

- a.** The main reasons for a data backup policy are:
 - i.** Data availability and integrity remain as integral parts of Information Assurance, and can be validated through data backup plans.
 - ii.** Data backup plans help to ensure that all of the interested parties have considered what data is important and necessary, and who may be responsible for the backup of that data.
 - iii.** Data backup simply helps reduce information loss.

3. Responsibility

- a.** All faculty, staff, and entities working on behalf of Southern Illinois University Carbondale are subject to usage of this policy. Students are also encouraged to develop similar strategies.

4. Scope

- a.** Data stored on office or lab computers is not backed up. This includes documents, images, or any other required file type of importance saved to the personal computer. Each user is responsible for his/her own data backup.
- b.** Department drives, SIUC email, Blackboard, and other network services or applications are typically backed up by Information Technology or some other entity. Contact the Network Administrator or an Information Technology administrator to clarify any questions.

5. Action

- a.** Determine what data is stored locally on desktop or laptop systems. Develop a schedule for backing up the data to a secure, removable storage medium such as CD, DVD, or USB drives.
- b.** Determine what other data is used and what parties may be responsible for the backup of the data.

6. Enforcement

- a.** Any employee found to have violated this policy may be subject to disciplinary action, in accordance with University policies and procedures.

7. Definitions

- a.** Network Administrator – The individual responsible for all LAN administrative duties in the College.

8. Revision History

- a.** Policy is in effect on 01/01/2011

- b.** Document revised on 11/17/2010
 - i. Revised by Michael Garrison