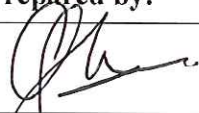



**ORIGINAL**

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	<b>VERSION NO</b> : 02
	<b>REVISION NO</b> : 01
<b>DATA BACKUP</b>	<b>EFFECTIVE DATE</b> : 04/2017
<b>DOCUMENT NO. : IIUM/TNL/31</b>	<b>PAGES</b> : Page 1/4

## DATA BACKUP

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Position	: Information System Officer Information Technology Division	Position	: Director Information Technology Division
Date	: 04/2017	Date	: 04/2017

**1. OBJECTIVE**

The purpose of this procedure is to describe the steps to be taken to ensure proper management of data backup of servers maintained by ITD.

**2. SCOPE**

This procedure covers the management of data backup of the servers which are listed in the List of Data Backup Plan.

**3. DEFINITION / ABBREVIATION**

3.1 ITD	: Information Technology Division
3.2 HOU	: Head of Unit
3.3 SA	: System Administrator
3.4 ISO	: Information System Officer
3.5 AISO	: Assistant Information System Officer

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**4. RESPONSIBILITY AND DETAILED PROCEDURE**

<b>RESPONSIBILITY</b>	<b>DETAILED PROCEDURE</b>
HOU / SA	4.1 Backup of data in servers maintained by ITD must be done according to the Data Backup Management Plan established for each server.
SA / ISO / AISO / Engineer	4.2 The respective SA or other assigned staff must perform data backup regularly.
SA / ISO / AISO / Engineer	4.3 The staff that performs the backup must ensure that records of the backup activities are logged and kept for audit purposes. (machine/email)
SA / ISO / AISO / Engineer	4.4 Depending on criticality of services/systems and availability of resources, one or more copies of the backup must be placed at a separate location from ITD.
HOU	4.5 Backup operator must perform random checking and verification of the backup activity and record his/her action accordingly.
SA	4.6 Regular testing activities must be carried out to ensure accurate backup procedure. Testing covers copies of backup stored in the respective server and at the separate location from ITD.
HOU	4.7 Backup operator must record the testing activities the accordingly.

**QUALITY RECORD**

<b>NO</b>	<b>QUALITY RECORDS</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>	<b>RESPONSIBILITY</b>
1.	Data Backup Plan	EDMS	Minimum 3 years	HOU/SA
2.	Backup Log	EDMS Email System	Minimum 3 years	HOU/SA

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