Bharati Vidyapeeth (Deemed to be University), Pune

Data Backup Policy

It's not about whether a hard-disk will crash … it's about when it will crash!

Need for Data backup Policy

- Entities of the University (e.g. University Departments, Institutes etc.) need to maintain repository of current as well as past information as per the guidelines from various regulatory authorities (e.g. NAAC, UGC, MCI etc.), as well as to support its operations over the period.
- It is observed that corresponding data about an entity is generally scattered around multiple PCs used by different personnel (e.g. Clerks, Accountant, Administrative Officer, HODs, HOI etc.)
- Failure of storage on a PC leads to corresponding data loss, resulting in serious consequences proportional to criticality of lost data.
- Therefore all entities must have clarity about criticality, ownership and availability of data on perpetual basis.

This policy provides guidelines to avoid such scenario.

Requirements

- Two external hard-disks (labelled as *Backup-1* and *Backup-2*)
- A dedicated personnel entrusted with backup activity

Custodians

- Any personnel entrusted with a PC is the custodian of that PC. That personnel is responsible to maintain availability of critical information stored on that PC.
- Head of the entity (e.g. Heads of University Departments, Heads of Institutions etc.) is the custodian of both external hard-disks used for backup activity.

Backup Levels

1. Primary Backup: On the same PC (backup frequency - daily)
2. Secondary Backup: On *Backup-1* external hard-disk (backup frequency – weekly)
3. Tertiary Backup: On *Backup-2* external hard-disk (backup frequency – six monthly)

NOTE: Stated backup-frequencies are suggestions, and should be adjusted as per criticality of concerned information.

Activities to be performed by every personnel having a PC

- One-Time Activity:
    1. Create a dedicated partition and name it as *Backup-<Personnel Initials>* (e.g. Backup-SAK). If not possible to create a partition, then create a dedicated folder and name it as *Backup-<Personnel Initials>*.
    2. Identify all critical information (e.g. Word documents, Excel sheets, images etc.) stored on that PC.
    3. Copy that information to *Backup* location in a structured way using appropriate folder and sub-folder hierarchy.
- Daily Activity (to be performed every evening)
    1. Copy any important document worked upon during the day to *Backup* location (at appropriate folder hierarchy) at the end of every day.

Activities to be performed by Backup Personnel

- One-Time Activity:
  1. Take an external hard-disk and label it as *Backup-1*.
  2. Create a folder hierarchy as *Year-Month-Week* (e.g. 2021-July-Week3) in *Backup-1* hard-disk.
  3. Take another external hard-disk and label it as *Backup-2*.
  4. Keep both the hard-disks in the custody of Head of the entity.
- Weekly Activity (to be performed on every Saturday)
  1. Take the *Backup-1* hard-disk from the custody of Head of the entity.
  2. Copy respective *Backup* partitions/folders from all personnel's' PCs at appropriate *Year-Month-Week hierarchy*.
     NOTE: Check the contents using an anti-virus software before copying.
  3. Check the entire *Backup-1* hard-disk using an anti-virus software.
  4. Return *Backup-1* hard-disk in the custody of Head of the entity.
- Six-Monthly Activity (to be performed in June and December)
  1. Take *Backup-1* and *Backup-2* hard-disks from the custody of Head of the entity.
  2. Check both the hard-disks using an anti-virus software.
  3. Copy the contents of *Backup-1* hard-disk to *Backup-2* hard-disk in a folder named accordingly (e.g. 2021-JulyDecember).
  4. Verify the contents of both hard-disks for possible restoration purpose.
  5. Return *Backup-1* and *Backup-2* hard-disks in the custody of Head of the entity.
- Ad-hoc Activities (to be performed as and when required)
  1. Copy recent respective folder from *Backup*-1 hard-disk to a personnel's PC in case of any data loss scenario (e.g. hard-disk crash, unintentional deletion etc.) with custodians' consent.

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