EXAMPLE – Procedure IS-5 - Backups

1   People and Purpose

This procedure applies to the Chief Technical Officer (CTO), ICT Manager and all workers (employees and contractors). It specifies what they must do to make backup copies of data.

NOTE	This procedure implements the control ISO/IEC 27002:2022, 8.13 (ISO/IEC 27002:2013, 12.3.1).

2   Policy

(1)   We shall implement RAID on essential servers with constantly changing data.

(2)   We shall maintain an on-site backup copy of all work at the end of the previous working day, and an off-site backup of all work at the end of the previous working week.

3   Procedure

3-1   Data that the Backup Server copies

Workers, connected to our company network, either directly, or remotely through our virtual private network (VPN), save information on servers. This occurs through the following two methods.

(A)   Data is held in a database or application that runs on a server, including the following:

> Domain Server;
> Email Server (Microsoft Exchange);
> Microsoft SharePoint Server;
> Website and Ecommerce Server;
> Accounts and Payroll Server.

(B)   Workers save data, including the following, in specific folders on the **Work Data Server**:

> Microsoft Office files;
> Vector Image [Computer Aided Design (CAD), technical illustration, clipart] files;
> Raster Image [mostly photographic] files;
> Composed and composite media [promotional, marketing, website] files.

The Backup Server makes a copy of the above data onto a removable disk drive. There are seven removable disk drives, labelled as follows.

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday 1, Saturday 2

(1)   The removable disk drives labelled **Monday**, **Tuesday**, **Wednesday, Thursday** and **Friday** are permanently attached to the **Backup Server**, which makes a backup copy of all data onto each disk from Monday to Friday respectively.

(2)   The ICT Manager attaches one of the removable disk drives labelled **Saturday 1** or **Saturday 2** to the backup server, which makes a backup copy of all the data onto it on Saturday.

The ICT Manager attaches **Saturday 1** one week, **Saturday 2** the next week, then **Saturday 1** again the following week, **Saturday 2** the next week and so on.

The most recent Saturday backup is taken off site (usually on Monday evening).

3-2   Not connected to our company network

If you cannot connect to our company network, for example if you are working at home and temporarily have no internet connection, do the following

(1)   Periodically (e.g. hourly) store a copy of any work on a portable storage drive.

IMPORTANT	If you have a laptop or tablet with a SD card slot, use a SDHC or SDXC card as a portable storage device, rather than a separate USB memory stick or portable drive.
	This is because you can permanently leave the SD card in the SD slot; you do NOT need to remove it.

(2)   When you can again connect to our company network, copy your work to the appropriate designated folder(s) on the **Work Data Server**.

3-3   Annual Restore Test

At least once per year, the ICT Manager will do a test restore from the backups, including a full restore of a mission critical server.