

Title	Backup Policy
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### **Backup Policy**

EMAILS – email retention will be as per the configured Office 365 retention policies.

FILES SHARED - Weekly a local encrypted backup of company shared Office 365 files will be taken and stored on an external USB drive by a named individual. At least the last 4 weeks, the last 4 quarters and the last 4 years will be kept (ie 12 backups will be maintained).

FILES PERSONAL – Online files are subject to Office 365 versions and retention. It is the individual's responsibility to take a backup if this is not sufficient. If an individual backup is taken it must be encrypted and stored securely. Files on end devices will not be backed up.

This policy will be reviewed annually, in line with other IT policies and procedures.

### **Backup Procedures**

Weekly the named individual responsible for backups will

- Copy all files from sharepoint
- Use a ZIP program to compress, encrypt and password protect the backup
- Save the ZIP file to the USB drive
- Remove older unrequired zip files
- Store the USB drive securely

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VAT Number: 308431522

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