Title: Backup, Retention and Restoration Procedures

Code: GU-PR57BACK

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Approval Authority: University Council

Document Owner: IT Department

Review: The procedures are subject to periodic reviews as per amendments of Backup, Retention and Restoration Policy

1. Purpose

This document sets out procedures towards taking backups of information assets, including their frequency, storage, retention, documentation and restoration making sure that all critical data is backed up and available.

2. Scope

This document applies to IT Department at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
HEC	Higher Education Council
IT	Information Technology

4. Definitions

Critical: Critical means information that is essential to carry normal operational processes of the institutions.

Microsoft SharePoint: This is a cloud-based service hosted by Microsoft. Institutions of all sizes can use it as a secure place to store, organize, share and access information from any device.

5. Procedure Details

5.1 Microsoft SharePoint allows business-critical data to be stored, viewed and recovered from a previous version. Only information stored on Microsoft SharePoint shall be backed up automatically and restored on-demand.

5.2 IT Department shall include, in the off-site backup drive, backup of servers and network devices configuration.

5.3 IT Department schedule of taking off-site back up shall be every Thursday, and the off-site backup schedule shall be for the last Thursday at the end of each semester. Backup shall include a copy of the business-critical data, system and hardware configuration.

5.4 Restoration of server image backups to test environment shall be performed every end of the academic year to ensure their integrity and accuracy.

6.   Responsibilities

IT Department responsible for:
- appropriate implementation of this document

Vice President for Academic Affairs is responsible for:
- ensuring appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:
- systematic review of the effectiveness of this document.

7.   Related Policies
- Backup, Retention and Restoration Policy

8.   Related Procedures
- No Related Procedures

9. Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook