

MSVU Backup and Retention Policy

1.0 Purpose

The purpose of this policy is to describe the data backup and data retention policy and procedures for all University networked systems.

2.0 Scope

Backup procedures are essential to ensure the continued operation of administrative and academic departments in the event of data corruption, unintentional deletion of data and for disaster recovery. All data stored on University servers and storage devices maintained by the IT&S department are backed up on a nightly basis. The backup tapes are stored in a fireproof safe in a secure location in a separate building on campus. Every month a full backup of University systems, with the exception of email, is stored in a secure off campus location. Personal data stored on the user's computer hard drive is not backed up by the University and it is the responsibility of the user to ensure that this data is backed up properly.

3.0 User Network Directories and University Data

All data that is saved to a users' mapped network drives (i.e. N:, H:,P: S:, etc) are backed up by the University's backup systems. If a user wishes to have his or her data backed up they should store it on their assigned network drive.

4.0 Email

Email data is backed up on a daily incremental basis with a full backup on the weekend. Tapes are maintained on a four week rotation cycle. Tapes are securely stored on campus and reused in the email backup cycle after four weeks.

5.0 Research Data

IT&S arranges with the appropriate faculty the backup of their data on research servers located in the EMF data centre. Owners of research data stored on PCs or servers that are not currently maintained by IT&S should contact IT&S to ensure that research data can be backed up or to determine if alternative methods for backup need to be implemented.

6.0 Personal Computers

Data stored on a user's local hard drive of their PC or laptop is not backed up by the University and is the responsibility of the user to ensure that the data is backed up properly. IT&S will advise users on how to set up a personal PC backup procedure to ensure that their data is securely backed up on a regular basis.