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**BACKUP POLICY**

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# Purpose, scope and users

The purpose of this document is to ensure that backup copies are created at defined intervals and regularly tested.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology within the scope, and to all personal data processing activities.

Users of this document are employees of [organizational units for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clause A.8.13
* EU GDPR Article 32
* Information Security Policy

# Backup

## Backup procedure

Backup copies must be created for [specify which systems] with the frequency [specify frequency].

[Job title] is responsible for backing up the information, software, and system images, and for ensuring that failures on scheduled backups are properly addressed. [If necessary, describe the technology used for making backup copies, specify responsibilities for individual activities, locations for storing backup copies, physical protection for backup copies, encryption, passwords, etc.]

Logs of the backup process are automatically created on systems where the backup copy is made.

## Testing backup copies

Backup copies and the process of their restoration must be tested at least [once every three months] by implementing the data restore process …

\*\* END OF FREE PREVIEW \*\*

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