



UNIVERSITY of the
WESTERN CAPE

UNIVERSITY OF WESTERN CAPE (UWC)

POLICY: UWC BACKUP POLICY

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Version Control

Version	Date (dd-mm-yyyy)	Contributor	Change Description
1.07	15-May-2012	Anver Natha	Amend Policy regarding mail backup
This policy /procedure will be reviewed annually for any necessitated changes.			

Admin Building at present)

- &. Backups will be periodically tested (restore process) to ensure that systems or data are recoverable.
- &. The backup server logs are interrogated daily to verify the success of the JCS electronic information backup process.
- &. All requests for backup and restores must be submitted via the JCS Service Desk. This is currently submitted in email form to servicedesk@uwc.ac.za.
- &. JCS reserves the right to exclude files that are deemed non university data or information from the backup process.
- &. In certain circumstances, Operating System software is excluded from backups. Only data owner specified files and folders are backed up. In the event of a system recovery, the Operating system will be re-installed and data restored from the backups.
- &. Mail systems are backed up for regulatory compliance and forensic purposes only.
- &. Mail stored on university systems on campus is retained for 180 days in each mailbox. Mail older than 180 days will be purged from online mailboxes.
- &. Archived mail is excluded from the 180 days online mail deletion. Users must archive or download their important mail.
- &. A restore area which enables users to manage their own mail recovery will be setup by JCS.
- &. For the purposes of the user restore area, mail dating back a month only **will** be recoverable.

DEFINITIONS

Backup: Copy of files and applications made to avoid loss of data and facilitate recovery in the event of a system crash.

Offsite Storage: Based on data criticality, offsite storage should be in a geographically different location from the ICS building and does not share the same disaster threat event. Based on an assessment of the data backed up, removing the backup media from the building and storing it in another secured location on the University Campus may be appropriate.

Virtual Tape libraries (VTL): Storage typically utilising large hard drive space to emulate tape libraries.

Tape libraries: Typically a collection of magnetic tape storage in a device that automatically tracks usage and free space on the tapes.

Snapshots: an instantaneous copy of a system or application done on the storage devices. This allows for recovery of a system or application direct from storage instead of archived tape.