POLICY

Back-Up

Approved by:	Jeremy Hallum (Principal)
Last reviewed on:	August 2023
Next review due by:	August 2026

MISSION

Lead, nurture and succeed.

VISION

A sustainable and inclusive community hub, nurturing future leaders.

Nurturing LEADERSHIP

This policy is applied at MTW alongside our school's vision, mission and values. Alongside the principles of High Performance Learning; VAA and A.C.P. characteristics.

Policy Title:	GEMS Education MENASA ICT – Back-up Policy
Policy Number:	POL/IT/0022
Version:	1.0
Effective date:	27 January 2023
Scheduled review date:	26 January 2024
Policy approver:	Chief Disruption Officer
Policy owner:	ICT
Policy reviewer:	IT Security Manager
Relevant related policies:	• Refer Section 12
Other relevant documents:	• None

1. Policy Statement

GEMS Education servers, device configurations and data critical to business functions stored on shared drives shall be backed up periodically to prevent disruptions resulting from system failures or corruption of data.

2. Purpose

The purpose of this policy is to ensure that GEMS Education critical information is backed up on regular basis to prevent loss of data.

3. Scope

- All critical IT assets owned by GEMS Education ICT Department at Datacentre;
- All critical information stored on GEMS Education server platforms in the Datacentre;
- Backup administrators, application owners, application administrators, server administrators and network administrators of GEMS Education – ICT Department.

4. Responsibilities

Activities	Information Security Team	IT Manager	VP - Technology	ICT/ Backup Administrator	Application / System Owner
Backup Requirement Identification	-	C, I	I	R, C, I	A, R

Activities	Information Security Team	IT Manager	VP - Technology	ICT/ Backup Administrator	Application / System Owner
Backup request / modification approval	-	C, I	A, R	I	R
Schedule and monitor Backup	-	R, C, I	A	R	C, I
Onsite/Offsite Storage	-	I	A	R	C, I

Activities	Information Security Team	IT Manager	VP - Technology	ICT/ Backup Administrator	Application / System Owner
Recovery Testing	I	C, I	A	R	C, I
Status Report	I	C, I	A	R	C, I

Term Used	Definition
R- Responsible	Person who performs the activity or does the work.
A- Accountable	Person who ultimately answerable and has yes/no/power.
C- Consulted	Person that needs to feedback and contribute to the activity.
I- Informed	Person that needs to know the decision or action.

5. **Process-Backup Management**

5.1 IT manager shall be responsible for ensuring successful implementation of backup and restoration processes.

5.2 The key stages of Data Backup and Recovery procedure are as follows:
- Backup Scheduling;
- Backup Monitoring;
- Security of Backup;
- Recovery Testing.

Monitoring and review

This policy is monitored by MTW Senior Leaders and will be reviewed every three years or earlier if necessary.

MISSION
Lead, nurture and succeed.

VISION
A sustainable and inclusive community hub, nurturing future leaders