

2021

NHEI's IT Data Backup Action  
Plan



## I. Shared Folder for Users

IT Technical team assigns a network Shared Folder Access to each NHEI's user. The shared folder will have a Quota of storage for each shared folder. The storage space will be at least 10GB/user.

Setup of Access to the Shared Folder will be such that it is to be controlled by the user who is the owner of the Folder.

Responsibility: IT Technical support team

Monitoring: CIO

## II. Store Documents in Shared Folder

Each NHEI's network user (Secretary) should store all work-related documents in the Shared folder assigned to and owned by him/her.

The user can secure the document using a password-controlled document.

Responsibility: The (Secretary) Network User

Monitoring: The (Secretary) Manager

## III. Email Backup

At least once a week, Each NHEI's email user should logon to Microsoft Outlook in his/hers PC.

This will create a local PC copy of the Email file of the User.

Responsibility: The (Secretary) Network User

Monitoring: The (Secretary) Manager

Organization: [NHEI]	Title/Subject: [Draft NHEI'S IT Backup Action Plan]	Number:
Date: [29.12.2021]		Version:1.0   Page 1

The local PC mail file will be copied from the PC to the same Shared Folder of the email user. This will be done at least once a week, or daily automatically if possible.

Responsibility: IT Technical Support Team

Monitoring: CIO

### **Data Base and Configuration Backup**

Data Base of all IT systems is backed up daily, weekly, monthly, and yearly. A specific retention and cycling periods is established. Hosted Systems are backed up at the Host, while local systems are backed up locally, or at the host. Backup media is kept in the dedicated and locked SAFE.

Responsibility: IT Data Base Specialists (in conjunction with IT Technical Support Team).

Monitoring: CIO

System Configuration and Setup (including Source Code) for all IT servers and systems are backed up once a month, and when changes occur (upgrades, batch updates...etc.). Backup media is kept in the dedicated and locked SAFE.

All user names, password for all systems would be provided in sealed envelopes.

Responsibility: IT Technical Support Team (in conjunction with the responsible IT team member)

Monitoring: CIO

Organization: [NHEI]	Title/Subject: [Draft NHEI'S IT Backup Action Plan]	Number:	
Date: [29.12.2021]		Version:1.0	Page 2

#### **IV. Shared Folder Backup**

The Shared Folder hard disk is backed up weekly to another EXTERNAL hard disk, using a backup tool that does incremental and image backup of the folder.

Responsibility: IT Technical Support Team

Monitoring: CIO

#### **V. External Backup**

The External hard disk is kept in a different location than the HQ computer room.

The External Hard Disk will be kept in a specialized locked Safe. The key for the Safe is kept with CIO.

Responsibility: CIO

Monitoring: Dean

Organization: <b>[NHEI]</b>	Title/Subject: <b>[Draft NHEI'S IT Backup Action Plan]</b>	Number:	
Date: <b>[29.12.2021]</b>		Version: <b>1.0</b>	Page 3