

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: COMPUTERIZED DATA BACKUP AND RECOVERY

REVIEWER(S): *Manager, Institutional Technology**
Provost

Related Policies to Consult:

CCHS Policy: [College Records – Privacy, Retention & Storage \(Sec. II\)](#)

CHS Policy: [IS.PHI 600.03 Information Services Security Policy](#)

I. POLICY

The College ensures the security of its data through use of a back-up procedure performed by Carolinas HealthCare System’s Information Services (IS) Department and staff under terms of a corporate services contract.

II. PROCEDURE

A. Backup of Data

1. An incremental backup of the college fileserver is performed nightly.
2. The backup is performed remotely by an external data storage server as part of a backup of all Carolinas Healthcare System (CHS) servers.
3. All backups are controlled by the ADSM server and require no human interaction after the initial schedule is placed on the server.
4. The backup copies are stored at secure remote locations.
5. For security purposes, all data sent is encrypted and is not readable by any other software.
6. Verification that successful backups occur is sent to CHS IS operations by the ADSM server.
7. In the event of a backup failure, CHS IS server operations as well as ASDM will investigate the cause of the failure.

B. Disaster Recovery

1. In the event that a “restore” of data is needed, contact the IS Support Hotline at 704-446-6161.
2. The support technician will contact the server administrator.
3. The *manager*, institutional technology will consult with the server administrator to restore the necessary data.
4. The necessary data will be un-encrypted and restored to the college server.

C. The Computerized Data Backup and Recovery policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____

Title: President

Date: _____