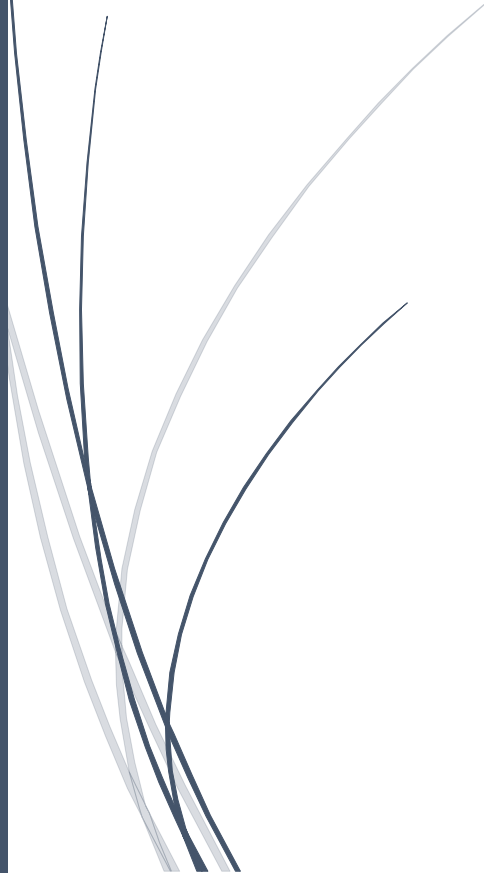


Data Backup Procedure



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1. SUMMERY

- 1.1. This document defines the steps, responsibilities and explanations of Data Backup procedures in details.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie QMS Coordinator	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih President

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	12/03/2018	0	3 years	Original Release	Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

Data Backup Procedure at Tishk International University

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3. PROCESS DEFINITION

- 3.1. The purpose of this process is to reduce the risks related to data security represented by data loss, and that is through applying backup system under the supervision of IT Services Unit.

4. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 4.1. The owner of this process is the **Director of IT Services**.

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4.2. The **Staff of IT Services Unit and all the authorized users** will ensure proper fulfillment of the requirements of this process.

5. STEPS

- 1- The IT Services staff shall download the “OneDrive Software” for all Staff.
- 2- The staff shall upload their records according to the frequency stated in the above table.
- 3- The backup operation shall be documented using the form “**Data backup accomplished form**” and submitted to the IT Services Director who shall check and test them.

Notes:

- A Physical Data Backup system shall be installed and used for a double-backup of the data related to the Director of Database and Survey and QMS Coordinator.
- For the departments belonging to one faculty, the backup space shall be shared.
- The technical problems and developments shall be solved by the “ IT Technical Committee”.