BethelUniversity

STUDENT DATA DISASTER RECOVERY

POLICY: 5.700

Date Updated and Published: February 2022	**Revision History:**
Review: Annually	
Last Date Reviewed: February 2022	

PURPOSE:

The purpose of this policy is to protect University Data from loss or destruction by specifying reliable backups based on the function of each unit of the University.

Scope: This policy applies to all Bethel University student data.

POLICY:

1. University Data is backed up in a manner sufficient to restore any or all of the Student Information System or other systems including financial records in the event of a data loss.

2. Backups are periodically tested to ensure that backups are sufficient and reliable.

3. Backup systems and media protect the confidentiality, integrity and availability of stored data.

4. Written procedures are maintained to allow unit personnel to recover data in the event of an emergency.

RESPONSIBILITIES:

Chief Financial Officer, Information Technology Director, and Information Technology staff.

REVIEW:

Annually.

REPORTING:

The Information Technology Director will submit a report of all incidents to the President within one week.