Policy	Backup and Recovery Policy
Impact	Data, Technology, and IT Resources
Responsible Office	IT Services
Created	June 4, 2025
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Approved by	VP for Finance and Administration
Version	25.1

BACKUP AND RECOVERY POLICY

PURPOSE

Shepherd University's Backup and Recovery Policy is intended to establish a framework for protection, retention, and restoration of electronic data. This document outlines the procedures for ensuring critical systems are backed up and recoverable in the event of data loss, system failure, or other disruptions. By implementing these backup procedures, the university aims to minimize the risk of data loss and ensure business continuity.

POLICY

Ellucian Banner, Shepherd University's student information system, is protected through a comprehensive, multi-faceted backup strategy. These procedures incorporate policy-based strategies, geographic replication, and other technologies to provide near up-to-the-minute recoverability.

Other systems managed by Shepherd University are backed up according to their risk profile, usage patterns, and operational importance.

SCOPE OF AFFECTED PARTIES

This policy applies to all users such as students, faculty, and staff of Shepherd University accessing Shepherd University information assets.

ROLES & RESPONSIBILITIES

CIO/CISO – Information Privacy Officer

- Oversee and administer this policy.
- Provide authorization and direction to IT Services staff in accordance with this policy.

IT Services Staff

- With appropriate authorization, take directed action in accordance with this policy to preserve, secure, and protect the interests of Shepherd University.

RELATED

Data Classification Policy

IT Information Security & Privacy Policy