

# Incremental Backup Policy Outline

## 1. Policy Purpose

Define procedures and responsibilities for regular incremental backups to ensure data integrity and quick recovery in case of data loss and disaster.

## 2. Scope

This policy applies to all critical organizational data stored on company systems and servers.

## 3. Definitions

- **Incremental Backup:** A backup of all data that has changed since the last backup (full or incremental).
- **Full Backup:** A copy of all selected data.

## 4. Backup Schedule

- Full backups: Weekly (e.g., Sundays at midnight)
- Incremental backups: Daily (e.g., Monday-Saturday at midnight)

## 5. Backup Storage

- Backups stored securely on both on-premises and offsite locations.
- Retention policy: Full backups retained for 4 weeks; incremental backups for 2 weeks.

## 6. Roles and Responsibilities

- IT staff schedule and monitor backups.
- Backup restorations are tested monthly.
- Incident reporting and escalation procedures.

## 7. Backup Verification and Testing

- Regular verification of backup integrity.
- Periodic test restores to ensure data can be recovered fully and accurately.

## 8. Review and Updates

Policy reviewed annually, or as technology and requirements change.

## 9. Exceptions

Any exceptions to the policy must be documented and approved by management.