

Offsite Backup Storage Policy Example

1. Purpose

The purpose of this policy is to define standards and requirements for storing organizational data backups at offsite locations to ensure data preservation, disaster recovery, and business continuity.

2. Scope

This policy applies to all data backup copies created and maintained by [Organization Name] and stored outside the primary operational site, including cloud-based and physical offsite storage.

3. Policy Statements

- All essential data backups must be stored securely at offsite locations that meet organizational security and compliance requirements.
- Offsite backups must be encrypted in transit and at rest.
- Backup media must be labeled and tracked throughout its lifecycle.
- Backup retention periods must be defined and adhered to as per regulatory and business requirements.
- Only authorized personnel may access, transport, or manage offsite backups.
- Cloud storage providers must be evaluated and approved by the IT department before use.

4. Procedures

1. Backups will be performed according to the established schedule (e.g., daily incremental, weekly full backups).
2. Physical backup media will be transported to the offsite facility within 24 hours of creation.
3. Cloud backups will be automatically transmitted to the approved offsite provider upon completion.
4. Regular testing and restoration drills will be conducted at least quarterly to ensure backup integrity and availability.
5. Retention and disposal of backup media will follow the data retention policy and be logged appropriately.

5. Responsibilities

- IT Department: Oversee offsite backup operations, enforce policy, and ensure compliance.
- Data Owners: Identify critical data and coordinate with IT for backup requirements.
- All Staff: Report any issues or incidents regarding offsite backups immediately.

6. Policy Review

This policy will be reviewed annually or as needed to comply with legal, regulatory, or procedural changes.

7. Related Documents

- Data Retention Policy
- Incident Response Policy

- Backup and Restore Procedure

8. Effective Date

This policy is effective as of [Date].