Data Backup and Recovery Compliance Checklist

1. Policy & Procedures

- ☐ Written backup and recovery policy is in place.
- ☐ Roles and responsibilities are clearly defined.
- ☐ Policy reviewed and updated regularly.

2. Backup Implementation

- ☐ Backups are performed according to a documented schedule.
- ☐ Backup covers all critical systems and data.
- ☐ Multiple backup copies are maintained.
- ☐ Offsite or cloud backups are utilized.
- ☐ Backup logs are reviewed for errors.

3. Data Recovery Process

- ☐ Documented recovery procedures are available.
- ☐ Periodic tests of data recovery are conducted.
- ☐ Recovery test results are recorded and reviewed.
- ☐ Recovery time objectives (RTO) are defined.

4. Security & Compliance

- ☐ Backups are encrypted in transit and at rest.
- ☐ Access to backup data is restricted and monitored.
- ☐ Backup retention complies with regulatory requirements.
- ☐ Backup devices/media are securely disposed of when no longer needed.

5. Checklist Summary

Item	Compliant	Notes
Written Policy Exists	☐	
Regular Backup Schedule	☐	
Offsite Backup Usage	☐	
Backup Encryption	☐	

Periodic Recovery Testing