Roles and Responsibilities: Cloud Backup Management

1. Backup Administrator

- Configure and schedule cloud backup jobs according to organizational requirements.
- Monitor backup status and resolve backup failures.
- Ensure the integrity and recoverability of backed up data.
- Maintain up-to-date backup documentation and logs.

2. System Administrator

- Install and maintain backup agents on all relevant systems.
- Coordinate backup windows to minimize system disruption.
- Assist with system restores and disaster recovery testing.
- Manage storage resources and utilization for cloud backups.

3. Security Officer

- Ensure backup data is encrypted both in transit and at rest.
- Review access rights to backup repositories and cloud storage.
- Monitor for unauthorized backup or restore activities.
- Implement compliance controls as required by policies and regulations.

4. IT Manager

- Define backup and retention policies based on business requirements.
- Oversee backup operations and resource allocation.
- Review regular backup reports and audit logs.
- Escalate critical backup issues to vendors or higher management.

5. End User

- Report missing or corrupt data promptly.
- Follow guidelines for the storage and management of data to ensure it is included in backups.
- Participate in data restore tests as required.