

Cloud Data Backup and Retention Policy Template

1. Purpose

This Cloud Data Backup and Retention Policy establishes guidelines and requirements for the backup and retention of data stored in cloud environments to ensure data availability, integrity, and regulatory compliance.

2. Scope

This policy applies to all personnel, systems, and processes involving the use, storage, or management of organizational data in cloud services.

3. Definitions

- Backup:** The process of creating a copy of data to ensure its availability in case of loss or corruption.
- Retention:** The duration for which backup data is retained before being deleted or archived.
- Cloud Service:** Any third-party platform used for storage, processing, or management of organizational data.

4. Roles and Responsibilities

Role	Responsibility
IT Administrator	Implement and monitor backup procedures, restore data, and manage retention schedules.
Data Owner	Define backup and retention requirements for their data.
Compliance Officer	Ensure adherence to legal, regulatory, and contractual requirements.

5. Backup Policy

- All critical data stored in the cloud must be backed up regularly according to the defined backup schedule.
- Backups must be automated where possible and monitored for success or failure.
- Backups should be encrypted in transit and at rest.
- Periodic restoration tests must be conducted to validate backup integrity.

6. Retention Policy

- Data backups must be retained for a minimum of *[Insert Retention Period]* or as required by applicable regulations.
- Retention schedules must be documented and reviewed annually.
- Upon expiry of the retention period, backup data must be securely deleted or destroyed.

7. Exceptions

Requests for policy exceptions must be submitted to and approved by the Compliance Officer. All exceptions must be documented.

8. Enforcement

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment or contract.

9. Review and Revision

This policy will be reviewed annually and updated as needed to address changes in regulations, technology, or business requirements.

Document Version: _____

Approval Date: _____

Next Review Date: _____