

Daily Backup Policy Document

Purpose

This Daily Backup Policy aims to establish procedures for regular and secure backup of business data to minimize data loss and ensure business continuity.

Scope

This policy applies to all systems, devices, and personnel involved in storing, processing, or managing business data for Small Business Name.

Policy Statement

- All critical business data must be backed up daily.
- Backups will be stored securely both onsite and offsite.
- Backup integrity will be verified regularly.

Backup Procedure

1. **Data Identification:** Identify files, databases, and system configurations requiring backup.
2. **Schedule:** Perform daily backups at 10:00 PM local time.
3. **Backup Method:** Use automated backup software to create incremental backups.
4. **Storage:** Save one copy onsite and one copy to a secure offsite/cloud location.
5. **Verification:** Randomly test backups weekly to ensure data can be restored.
6. **Retention:** Retain daily backups for 14 days, weekly backups for 3 months, and monthly backups for 1 year.

Roles and Responsibilities

Role	Responsibility
IT Administrator	Manage backup scheduling, perform verifications, and maintain backup logs.
Employees	Ensure data is saved on designated network drives.
Management	Review backup policy and sign off on periodic audits.

Policy Review

This policy will be reviewed annually or when there are significant changes to IT infrastructure.

Approval

Name	Title	Date	Signature