

# Incremental Backup Strategy Policy Sample

## 1. Purpose

This policy defines the strategy and procedures for performing incremental backups to ensure data protection, integrity, and the ability to restore critical information in the event of data loss or system failure.

## 2. Scope

This policy applies to all servers, databases, and workstation systems that store organizational data across all departments.

## 3. Definitions

- **Incremental Backup:** A backup method that copies only the data that has changed since the last backup operation, regardless of type.
- **Full Backup:** A complete backup of all selected data.
- **Restore Point:** A saved state of data from which a restoration can occur.

## 4. Policy Statement

1. Full backups must be performed weekly (e.g., Sunday at 2:00 AM).
2. Incremental backups must be performed daily (e.g., Monday to Saturday at 2:00 AM).
3. All backups must be stored securely both onsite and with a secure offsite or cloud backup provider.
4. Backup data retention:
  - Daily incrementals: 2 weeks
  - Weekly full backups: 2 months
5. Backup logs must be reviewed weekly for errors or irregularities.
6. Quarterly restore tests must be performed and documented.

## 5. Responsibilities

Role	Responsibility
IT Manager	Review and approve backup strategies, ensure compliance.
System Administrators	Execute backups, monitor backup jobs, perform restore tests.
All Employees	Ensure data is stored in designated locations for backup coverage.

## 6. Policy Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination, and potential legal consequences.

## 7. Review and Revision

This policy will be reviewed annually and updated as needed to ensure effectiveness and compliance with applicable regulations.