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North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 – Information Systems: Data Backup

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 5/24/2022

Signature:

POLICY #4014.00

SUBJECT: DATA BACKUP

POLICY

All North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) servers shall be backed up to removable media, a copy stored offline, and another copy stored offsite.

PROCEDURE

All files created and/or modified by North Sound BH-ASO staff shall be saved to their appropriate location on the file server. Every weeknight, all files on North Sound BH-ASO servers shall be completely backed up to encrypted removable storage media (portable hard drives, magnetic tape, etc.). After backup has been completed, the media shall be stored in a locked fireproof safe. As a part of *all* backup processes, verification shall take place to ensure the files backed up match the source files and are checked for integrity.

Complete offsite backups shall be conducted weekly over the weekend. Drives are transported to an offsite location and stored securely. Data archiving of files from former staff are backed up to a secure removable media and stored offsite in a secure location per retention requirements.

ATTACHMENTS

None