

Effective Date: 7/1/2019

Review Date: 10/8/2024

Revised Date: 9/20/2024

North Sound Behavioral Health Administrative Services Organization, LLC

Section 4000 – Information Systems: Data Backup

Authorizing Source: HCA Contract

Approved by: Executive Director

Date: 10/08/2024

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 the backup server, replicated to offsite cloud backup, and to offline encrypted removable storage drives (3-2-1 strategy). After physical hard drive backups have completed, the media shall be stored in a locked fireproof safe.

Data on some mission critical servers are incrementally backed up multiple times during the business day. As a part of *all* backup processes, verification takes place to ensure backup success.

Full offsite backups are uploaded to the offsite cloud repository each weekend, with nightly synthetic backups uploaded each weeknight. 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