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Revised Date:

**North Sound Behavioral Health Administrative Services Organization, LLC**

Section 4000 – Information Systems: Data Backup

Authorizing Source: HCA Contract

Approved by: Executive Director Date: 7/30/2019

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, and a 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 the nightly backup process, verification shall take place to ensure the files backed up matches the source files.

Complete offsite backups shall be conducted weekly. 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.

**ATTACHMENTS**

None