


STANDARD OPERATING PROCEDURES (SOP)

DATA BACKUP

1. **General** In order to prevent data loss backup policy is defined, set schedule whereby information from business applications (Campus Management System, ERP, Dolphin Systems/CBCT/Dental Wings, Website, User files) is copied to another disk or network location to ensure data recoverability in the event of accidental data deletion, corrupted information or system outage.
2. **Scope**
 - a. Campus Management System / ERP
 - b. Website
 - c. Cloud Storage (Maxillofacial Center)
 - d. Cloud Storage (Medical Education)
3. **Procedure**
 - a. Access to Backup system will be allowed to authorize persons only (IT Manager, Software Manager, Network Admin).
 - b. Backup of business application (source code, database) will be maintained twice a day.
 - c. Backup of website will be maintained on weekly basis or after foremost modification.
4. **Responsibilities**
 - a. Software Manager is responsible to generate backup of business applications (source code, database) and copied to another disk or network location.
 - b. Web Developer is responsible to generate website backup and also copied to In-house backup location.
 - c. Network / System Administrator is responsible to exchange main backups from Cloud Storage of Maxillofacial Center to Cloud Storage of Medical Education.
 - d. Manager IT will ensure smooth and uninterrupted operation of Backup system.


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