SOP 0022 - Data Backup and Retention

STANDARD OPERATING PROCEDURE
Data Backup and Retention

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Name	Jayson To	**Title**	Service Delivery Manager
Signature		**Date**	2020-05-27

Name		**Title**	
Signature		**Date**	

Document History

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PURPOSE

This Standard Operating Procedure (SOP) describes how data stored by Digital Solutions data information system, backed up and retained.

SCOPE

This SOP is applicable to all data collected by Digital Solutions platforms.

RESPONSIBILITIES

The data steward and application owner are responsible for the ensuring that the data utilization standard operating procedures are followed by all applicable individuals.

- UBC EduCloud Server Services is responsible for backups to all Digital Solutions platforms.

RELATED SOPS/DOCUMENTS

SOP 105: Security Safeguards

PROCEDURES

Data Backup Procedures

Digital Solutions platforms will be backed-up according to the UBC EduCloud service offering (28 daily and 12 weekly and 12 monthly backups).

Remote backups are stored offsite at the Q9 Data Center at 1460 Bunker Rd, Kamloops, BC, V2C 0B5.

Data Retention and Deletion

- Platform user account information will be stored for an indefinite period as long as the user account is still active.
- Platform account information may be deleted by the application administrator if:
  - Contact information is incorrect
  - User is deceased
  - User requests to be deleted
- Backup Data
  - Backup data is overwritten according to the retention periods.
  - Local backup retention includes 28 daily backups.
  - Remote backup retention includes 28 daily, 12 weekly and 12 monthly backups.
- Logging Data
  - Logging data will be retained for a period between 90 days and 1 year depending on the application requirement.