

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA019

NAME: COMPUTER DATA BACKUP

INITIAL APPROVAL DATE:	02/27/1996	BY: Sanilac CMH Board
(LAST) REVISION DATE:	01/13/2024	BY: CIO
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **PURPOSE**

This policy has been adopted on computer data backup to comply with HIPAA, with the draft regulation requirements for such a policy, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements. All personnel of the Sanilac CMH and all facility personnel that use the computer data backup system must be familiar with the contents of this policy and follow its guidance, as appropriate, when using the computer data backup system. Familiarity with the plan and demonstrated competence in the requirements of the plan are an important part of every Sanilac CMH employee's responsibility, as well as that of every other facility employee who use the computer data backup system.

II. **APPLICATION**

Populations: **ALL**
Programs: **Direct - ALL**
Contracted - ALL

III. **POLICY**

Sanilac County Community Mental Health Authority (Sanilac CMH) has four physical sites with data servers located at the main facility. Daily data backups for all servers are consolidated to one device at the main facility as well as offsite on an approved cloud storage provider. Restoration of data backups and/or specific files will only be performed by the Information Technology Department staff. Data backup software will be installed, configured and maintained by the Information Technology Department staff.

All servers that require backup of data will have adequate storage made available for daily backups.

A. **Main Facility:** Data backups of the file server system will be the responsibility of the Information Technology Department staff.

1. A daily backup operation will be scheduled to retain agency data for the term specified in section A.2. Daily backups will include new changes to the existing data set to create a complete backup. Backups will utilize approved storage methods for data retention for both on premise and cloud backups.
2. Daily backups are kept for 1 year.

3. Several random files will be restored quarterly to test the integrity of the archive backup jobs. This will be performed by a member of the Information Technology Department staff.
4. Additionally, special, one-time data backups may be made by the Information Technology Department to store files at the request of staff.

IV. DEFINITIONS

V. STANDARDS

VI. ATTACHMENTS

VII. REFERENCES