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**BACKUP POLICY**

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| Version: |  |
| Date of version: |  |
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| **Date** | **Version** | **Created by** | **Description of change** |
|  | 0.1 | 27001Academy | Basic document outline |
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# Purpose, scope and users

The purpose of this document is to ensure that backup copies are created at defined intervals and regularly tested.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology within the scope.

Users of this document are employees of [organizational units for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clause A.8.13
* Information Security Policy
* [Business Continuity Strategy]

# Backup

## Backup procedure

Backup copies must be created for all systems identified in the [Business Continuity Strategy] and with the frequency specified in that document.

[Job title] is responsible for backing up the information, software, and system images, and for ensuring that failures on scheduled backups are properly addressed. [If necessary, describe the technology used for making backup copies, specify responsibilities for individual activities, locations for storing backup copies, physical protection for backup copies, encryption, passwords, etc.]

Logs of the backup process are automatically created on systems where the backup copy is made.

## Testing backup copies

Backup copies and the process of their restoration must be tested at least [once every three months] by implementing the data restore process on

…

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