

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p>Policy</p>	<p>Department: Information Technology Department</p>	<p>Policy No.: ITD 0022</p>
	<p>Issued by: Barbara Kahana Vice President & CIO</p>	<p>Revision No.: 1</p>
<p>Subject: Data Backup</p>	<p>Approved by: Thomas M. Driskill, Jr. President & CEO</p>	<p>Effective Date: 10/04/04</p>
		<p>Supersedes Policy: 09/01/02</p> <p>Page: 1 of 1</p>

I. **PURPOSE:** This policy outlines HHSC data backup criteria. The maintenance of data backups is an integral component for ensuring business continuity and supporting disaster recovery efforts as outlined in ITD 0021 (Business Continuity/Disaster Recovery Plans). This policy has been established in order to comply with Public Law 104-191, a federal law enacted on August 21, 1996, that is otherwise known as the Health Insurance Portability and Accountability Act (HIPAA)

II. **POLICY:** Technical Services Division (TSD) and Regional End-User Support Team (REST) staff will be responsible for conducting regularly scheduled backups of digital information stored on HHSC computer systems, and for periodically testing the backups to ensure that information stored on them can be properly recovered. At a minimum, full data backups must be performed weekly on all critical data.

TSD and REST staff shall arrange for storage of backup media at properly configured off-site locations. These off-site locations must provide adequate physical security, and must also provide adequate environmental controls (i.e. temperature, humidity, and magnetic controls) to protect the data storage media from being physically harmed.

III. **SCOPE:** This policy applies to all digital information resources.

IV. **RESPONSIBILITIES:** Information resource owners shall be responsible for identifying critical information resources that must be regularly backed up. Information resource custodians shall be responsible for overseeing data backup and restore efforts. In most cases, TSD and REST staff will assume the role of information resource custodians. The roles of information resource owners and custodians are defined in the Information Stewardship Policy (ITD 0011).

V. **REFERENCES/RELATED POLICIES**

- ITD 0021 – Business Continuity/Disaster Recovery Plans
- ITD 0011 – Information Stewardship