



For better
mental health

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Backup policy

Date: 1st February 2009

Person responsible: Office Manager

Review cycle: bi-annually

Next review: before 1st February 2011

Purpose of this policy

Sheffield Mind's backup policy is designed to mitigate the following risks:

1. To protect against hard drive failure resulting in data loss;
2. To protect against hardware failure (i.e. the server is irreparable) resulting in data loss;
3. To protect against theft of the server;
4. To protect against theft of the backup device;
5. To protect against an incident (e.g. a fire in the building) resulting in the data being irretrievable.

Backup procedures

Sheffield Mind's server (SME sever) has built in backup functionality at two levels:

1. RAID 1 – the server has been set up with two identically sized hard drives (each one is 250GB). The server automatically implements a technology called RAID 1 which means the primary hard drive is mirrored onto the secondary hard drive. Should the primary hard drive fail, then the server will seamlessly revert to the secondary hard drive (risk 1 above);
2. Workstation backups – the server has several built in backup options. We are using the Workstation backup which we have set to run automatically. In summary, we rotate two external USB hard drives on which daily backups of the server's configuration settings and data are stored. From these backups we can retrieve a single file or reinstate the entire server on different hardware (risk 2 above). Every calendar month the external USB hard drives are swapped. The one that has been removed is taken off of Sheffield Mind's premises (risks 3,4 and 5 above) and stored securely.

Access to the backup data

The data on the server can only be accessed by someone who is authenticated to the server. So, they must have a user-name account and password plus the necessary privileges to access the data. The data backups can only be accessed through a working set-up of SME server and again, an account (user-name and password) with the necessary privileges is required.