

Backup Policy

Contents

Backup Policy	1
Contents	1
Scope	2
Purpose	2
Policy	2
Definitions	2
Procedure	3
Frequency & Rotation	4
Summary	4
Server snapshot	4
Disk image backup to RAID	4
Full backup to external hard disks	5
Incremental backup to external hard disks	5
Media Storage	5
Log	5

Scope

This policy is applicable to Vivid Interactive's LAN based data server.

Purpose

The purpose of this policy is to set forth guidelines for protecting against loss of important information stored within the information systems of Vivid Interactive by requiring periodic information backups.

Policy

It is the policy of Vivid Interactive to create and maintain exact, retrievable copies of all important electronic information based on the schedule described below. All backup media rotations must include off-site storage.

Definitions

Important information includes, but is not necessarily limited to, the following:

- Source files used in development.
- Release versions of completed projects.
- Personnel files.
- Payroll data.
- Financial/accounting records.
- Other information that is considered to be confidential.

A **full backup** backs up all designated files and exists as an independent backup resource.

An **incremental backup** only backs up files that have been changed since the last backup of any type. Incremental backups rely on managing a series of backups in order to restore data.

A **disk image** is a full backup of an entire drive (rather than designated files and folders) and exists as an independent backup resource.

Procedure

The backup procedure involves four separate backup jobs:

1. A disk image of the entire server (RAID internal hard disk stored on site). This backup is designed primarily to safeguard against hard drive failure.
2. A full backup of all important information (external hard disks stored off site).
3. An incremental backup of important information (external hard disks stored on and off site).
4. Server snapshot – this is a periodic full backup of the entire server (external hard disks stored on and off site).

Frequency & Rotation

Summary

Backup job	Frequency of backup job	Rotation
Server snapshot	Periodic	On and off site
Disk image to RAID	Daily	Always on site
Full backup to ext. HD	Daily	Off site – repeat weekly
Incremental backup to ext. HD	Daily	On and off site – swapped when capacity reached

The full backup of the entire server is performed on a periodic basis (such as when significant changes to the server have been made). All other backup jobs are performed at the end of every working day.

Server snapshot

This backup is performed periodically and is stored on and off site on external hard drives.

Disk image backup to RAID

The disk image backup to RAID internal hard disk remains on-site at all times.

Full backup to external hard disks

This backup job involves a series of external drives (one for each working day, two for Friday) which are each taken off site daily. At the beginning of the next week, all drives except one Friday drive, are returned on site to begin the process again. This system ensures that up-to-date important data is stored offsite at all times.

Incremental backup to external hard disks

This incremental backup is stored on site until the drive's capacity is reached. Once the drive is full it is taken and stored off site. A drive that was previously stored off site then takes its place and has its contents deleted to make space for further storage. The process then begins to repeat.

Media Storage

Only hard drives that are certified by Vivid Interactive may be used for backup purposes.

Hard drives should not be re used after they have exceeded the manufacturers' threshold.

Log

Backup attempts must be logged daily. Unsuccessful backups must be resolved within 24 hours of failure.