

## Good Samaritan Health and Wellness Center Policies and Procedures

Subject: Data backup and Recovery	Policy #: 4.9.7
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### 4.9.7 Data Backup and Recovery

#### **PURPOSE**

This policy provides the guidelines used by **Good Samaritan Health and Wellness Center** to backup critical data. Data backup is an integral part of the I.T. Department's overall Business Continuity (Disaster Recovery) plan.

#### **SCOPE**

This policy applies to all **Good Samaritan Health and Wellness Center** server-based data identified by I.T. staff or requested by **Good Samaritan Health and Wellness Center** staff and classified as critical/important.

#### **POLICY**

**Good Samaritan Health and Wellness Center's** data backup policy was created to protect information, adhere to best practice methodologies and address regulatory requirements. This means:

- All "I.T" critical" electronic data must be backed up daily and stored to allow prompt recovery/restoration.
- The backup policy must be documented.
- Verification of the backup must occur on a regular basis.
- All data backup media must be stored in a secure "off-site" cloud or physical location .

All Protected Healthcare Information (PHI) not residing on vendor systems, such as e-Clinical Works (EMR).