

# Information Security Management System MS ISO/IEC 27001:2007

## BACKUP AND RESTORATION POLICY

### DASAR SOKONGAN/SANDARAN/PENDUAAN DAN PEMULIHAN



**UniMAP**

UNIVERSITI MALAYSIA PERLIS

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For Dept Use Only

Date: 22 March 2013

Version 1.1

	<p align="center"><b>BACKUP AND RESTORATION POLICY</b></p> <p align="center"><b>DASAR SOKONGAN/SANDARAN/PENDUAAN DAN PEMULIHAN</b></p>	<p>Doc No: Version 1.1 Effective Date: 22<sup>th</sup> March 2013 Index No: UniMAP/ISMS/SP-004</p>
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## Revision History

No	Date of Change	Description	Page	Version	Approved By
1	22/03/2013	Penggunaan istilah Jabatan ditukarkan kepada Bahagian	2	1.1	Nasrudin Abd. Shukor
2	22/03/2013	Penambahan polisi 3.7	3	1.1	Nasrudin Abd. Shukor

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## **1.0 Purpose**

### **1.0 Tujuan**

The purpose of this policy is to establish a standard for backup and restoration of UniMAP ICT Center's data and other University user data.

*Tujuan dasar ini ialah untuk mewujudkan satu piawaian bagi sokongan/sandaran/penduaan dan pemulihan data Pusat ICT UniMAP dan lain-lain data pengguna Universiti.*

## **2.0 Scope**

### **2.0 Skop**

The policy applies to all employees, contractors, consultants, temporaries (Staff, Interns) and other workers including all personnel that are affiliated with UniMAP ICT Center and who manage UniMAP ICT data.

*Dasar diguna pakai atas semua staf, kontraktor, konsultan, staf atau pelatih sementara, dan pekerja lain termasuk semua staf yang bergabung dengan Pusat ICT UniMAP dan yang menguruskan data ICT UniMAP.*

## **3.0 Policy**

### **3.0 Dasar**

3.1 Centralized backup method must be implemented for effective and manageable backup for all departments within UniMAP ICT Center.

*3.1 Kaedah sokongan/sandaran/penduaan terpusat mesti dilaksanakan untuk sokongan/sandaran/penduaan yang berkesan dan terurus untuk semua bahagian dalam Pusat ICT UniMAP.*

3.2 The type and frequency of data backup must be adequate to restore all transactions deemed critical in the event of data loss. Each department in ICT division to determine their frequency and what data needs back-ups on an external storage.

*3.2 Jenis dan kekerapan sokongan/sandaran/penduaan data mestilah mencukupi untuk memulihkan semua transaksi yang dianggap kritikal jika berlaku kehilangan data. Setiap bahagian dalam Pusat ICT perlu menentukan kekerapan dan data yang memerlukan sokongan/sandaran/penduaan di storan luaran.*

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- 3.3 Verification and testing on backup copies of data should be done periodically before restoring to ensure integrity of backup copies. This is also ensured in the BCP testing.
- 3.3 *Pengesahan dan ujian atas sokongan/sandaran/penduaan bantuan salinan-salinan data seharusnya dibuat secara berkala sebelum pemulihan untuk memastikan integriti salinan-salinan sokongan/sandaran/penduaan. Ini juga dipastikan dalam ujian Rancangan Kesenambungan Perniagaan (BCP).*
- 3.4 The backup copies should be physically and logically secured.
- 3.4 *Salinan-salinan sokongan/sandaran/penduaan sepatutnya dijamin dari segi fizikal dan logikal.*
- 3.5 Restoration procedures must be periodically tested to ensure effective recovery and they can be completed within the allocated time.
- 3.5 *Prosedur-prosedur pemulihan mesti diuji secara berkala untuk memastikan pemulihan berkesan dan ianya boleh disiapkan dalam masa yang diperuntukkan.*
- 3.6 The back-up data that is in a central location will be managed by the user of that data. Datacentre department shall provide the necessary hardware and the network shall provide the necessary connectivity.
- 3.6 *Data sokongan/sandaran/penduaan yang berada dalam lokasi pusat akan dikendalikan oleh pengguna data tersebut. Pusat data akan menyediakan perkakasan yang perlu dan Bahagian Rangkaian akan menyediakan sambungan yang di perlukan.*
- 3.7 A Backup copies means that data can be restored if any data is corrupted, deleted or destroyed from the backup copies.

As part of Business Continuity Plan (BCP), off site backup storage location are important to minimize a risk of data destroyed for both main computer system and local backup media especially a critical data. For these reason, a backup media copies must safely sending out or transported to the offsite location.

There are 2 (two) type of data trasportation currently implemented :-

1. Electronic Vaulting (e-vaulting)

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Data are transported electronically via a remote backup service to off site backup location (ONLINE TRANSFERRED)

## 2. Manual Off Site Transportation

Data are transported as a removable media such as magnetic tape, optical media or removable disk to off site backup location (1 (One) CYCLE PER WEEK)

- 3.7 Salinan penduaan bermaksud kebolehpayaan digunakan bagi tujuan pemulihan apabila berlaku sebarang korupsi, terpadam atau termusnah terhadap salinan penduaan. Sebahagian daripada Plan Pemulihan Perkhidmatan, lokasi storan salinan penduaan "off site" adalah penting bagi meminimakan risiko kemusnahan data bagi sistem komputer utama dan media salinan penduaan lokal terutamanya data yang kritikal. Oleh sebab itu, media salinan penduaan mesti diletakkan atau dihantar atau disimpan ke lokasi "offsite".

Terdapat 2 (dua) jenis transportasi yang telah dilaksanakan :-

### 1. Electronic Vaulting(e-vaulting)

Data dihantar secara elektronik melalui "remote backup service" ke lokasi penduaan "off site" ("ONLINE TRANSFERRED")

### 2. Manual OffSite Transportation

Data dihantar sebagai media mudahalih seperti pita magnetik, media optikal atau cakera mudahalih ke lokasi penduaan "off site" (1 KITARAN SEMINGGU)

**Ref** : Please refer to Back-Up and Restoration Plan  
**Rujukan** : Sila rujuk kepada Rancangan Sokongan/Sandaran/Penduaan dan Pemulihan