Policy and Procedure:

Backup and Recovery

IOWA | **College of Dentistry and Dental Clinics**

HITECH Policy   164.312(a)(2)(ii)

Responsible Office	Technology and Media Services	Effective Date	01/01/2015
Responsible Official	Technology and Media Services Director	Last Revision	05/31/2022
Reviewed by	PHI Oversight and Review Committee	Review Date	05/31/2022

Scope

This policy applies to the College of Dentistry's (COD) policy on backup of network storage space (Drive letter I:) and PHI.

Policy

College of Dentistry backup policy is as follows:

1. Snapshots are run continuously throughout the day; currently at 12 a.m., 8 a.m., 12 p.m., 4 p.m. and 8 p.m.
    a. Daily snapshots are kept for 7 days
    b. Weekly snapshots are kept for 1 month
    c. Monthly snapshots are kept for 6 months
2. The file system is replicated to a 2nd data center
3. Files up to one month are self-restorable (through previous versions)
4. Files from 1 month to 6 months can be restored by ITS
5. PHI data (axium and MiPacs) is housed on central file servers and are backed up by ITS. See the designated records sets policy for backup details.
6. This policy is in conjunction with the University policy on backup and recovery referenced below.
7. The College of Dentistry does not backup any data stored on local hard drives. All users are given storage space on University servers (I:) where all data <u>must</u> be saved. Storing any collegiate data, including any patient data on any local hard drive (C:, D:, E:, ect) , or removable device, is a violation of University and COD policy.

Resources

164.312 Technical Safeguards

http://www.gpo.gov/fdsys/pkg/CFR-2011-title45-vol1/pdf/CFR-2011-title45-vol1-sec164-312.pdf

University of Iowa Computer Backup and Recovery Policy

http://itsecurity.uiowa.edu/policy-backup-recoveryUniversity of Iowa Institutional Data Access Policy

http://itsecurity.uiowa.edu/policy/policy-InstitutionalDataAccess.shtml

University of Iowa Information Security Framework

http://itsecurity.uiowa.edu/policy/policy-information-security-framework.shtml