



MANAGEMENT OF DATA BACKUP

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Abu Hurairah Bin A. Manaf	Name : Nurmaliza Binti Jumaat
Position: Deputy Director, Information Technology Division	Position: Director, Information Technology Division
Date : 7/8/26	Date : 7/8/2026

1.0 OBJECTIVE

The purpose of this procedure is to define the steps to be taken to ensure proper management of data backup of servers maintained by the Information Technology Division

2.0 SCOPE

This procedure covers the management of data backup of servers, which are listed in the list of Data Backup Plans.

3.0 ACCOUNTABILITY

3.1 Collaborative & Database, Information Technology Division.

3.2 Application Core Enablers, Information Technology Division.

3.3 Data Centre & IT Resource Management, Information Technology Division.

4.0 ABBREVIATION (If any)

- 4.1 TL : Team Leader
- 4.2 SA : System Administrator
- 4.3 ITO : Information Technology Officer
- 4.4 AITO : Assistant Information Technology Officer
- 4.5 ITD : Information Technology Division

5.0 REFERENCE

- 5.1. IIUM ICT Policy
- 5.2. ICT Regulations
- 5.3. Information Management Policy
- 5.4. IIUM ICT Security Policy
- 5.5. IT Infrastructure Library (ITIL)
- 5.6. Control Objectives for Information and Related Technologies (COBIT)

6.0 RECORD RETENTION PERIOD

No	Quality Records	Location	Retention Period	Responsibility
1.	Date Backup Plan	Online Folder	Minimum 3 years	TL/ SA
2.	Backup Log	Respective Server	Minimum 1 year	TL/ SA

7.0 PROCESS FLOW

RESPONSIBILITY	DETAILED PROCEDURE
TL/SA	Data backup in servers maintained by ITD must be done according to the Data backup in servers maintained by ITD
SA/ITO/ AITO/Engineer	The respective SA or other assigned staff must perform regular data backups.
SA/ITO/ AITO/Engineer	The staff who perform the backup must ensure that records of backup activities are logged and retained for audit purposes (machine/email).
SA/ITO/ AITO/Engineer	Depending on the criticality of services/systems and the availability of resources, one or more copies of the backup must be stored at a location separate from ITD.
TL	The backup operator must perform random checks, verify the backup activity, and record his/her actions accordingly.
SA	Regular testing must be conducted to ensure accurate backup procedures. Testing covers copies of the backup stored in the respective server and at a separate location from ITD.
TL	The backup operator must record the testing activities accordingly.