



## POLICY AND PROCEDURE

<b>Policy Name: Database Backup</b>	<b>Effective Date: 07/04/2016</b>
<b>Policy Number: 4003</b>	<b>Revision Date: 08/01/2019</b>
<b>Department: IT</b>	<b>Author: Daniel Mos</b>

**POLICY:** UnifyHR performs database backups on a regular basis according to the schedule below. UnifyHR's information technology team is responsible to assure the database backup policy is functioning correctly.

**PURPOSE:** Database backups are essential for protection against data loss that can completely disrupt business operations. This procedure details who, how, and when to perform database backups.

### PROCEDURES:

#### Azure Cloud and Geo-Redundant Storage

The database backup policy relies heavily on many built-in features of the Azure cloud. UnifyHR utilizes storage in the Microsoft Azure cloud that is automatically updated in multiple geographic regions in the United States. This is the primary mechanism used in our database backup policy.

#### Encryption

The database is encrypted using SQL Server transparent data encryption. Therefore, the backup files are encrypted as well, and they can only be restored on a server that has the same encryption certificate.

#### Schedule

A full backup is run once a week using the SQL Server Agent. Two weeks of full backups exist on the server's geo-redundant file system at any given time. The windows task manager deletes older files. This task manager deletion process runs every day. Differential backups run daily using the SQL Server Agent, except on the day a full backup is executed. Three days of differential backup files exist at any given time. The windows task manager deletes older files. This task manager deletion process runs every day. Transaction logs are also stored and backed up on a regular recurring basis in order to get the latest restore point possible in case of failure.

This policy shall be reviewed for language and application on an annual basis following its last revision and shall be reviewed every year thereafter.

### Revision History

Version	Date	Author	Summary of Changes
1.0	12/15/2015	Daniel Mos	Original
1.0	07/27/2018	Daniel Mos	Reviewed – No Changes
1.1	10/25/2018	Jennifer Shaub	Added Purpose Statement
1.2	08/01/2019	Daniel Mos	Modified Schedule section

### Approvals

Version	Date	Approver	Summary of Changes
1.0	07/04/2016	Chris Heinefield Craig Firestone	Original
1.0	07/27/2018	Chris Heinefield	Reviewed – No Changes
1.1	10/26/2018	Daniel Mos	Added Purpose Statement
1.2	08/01/2019	Daniel Mos	Modified Schedule section