Backup Policy at ITU

Purpose of backup

The purpose of conducting regular backups of systems and data at the IT University is to:

- ✓ Safeguard against loss of accessibility and integrity while maintaining confidentiality
- ✓ Comply with regulatory requirements
- ✓ Comply with the Information Security Policy at the IT University

Areas of responsibility

Employees

All employees are responsible for storing ITU relevant data in a location where regular backups are performed by the IT department or from an approved third-party provider. Please refer to "The IT Department" section.

Data stored locally on any device will not be backet up by the IT Department.

Note that data used for specific administrative purposes must be stored in the relevant ITU system where scheduled backups are performed, for instance F2, STADS etc.

Self-administered computers

A self-administered computer (i.e., macOS, Windows, Linux Ubuntu), have the same backup requirements and options as a managed computer, and an employee responsible for a self-administered computer is obligated to ensure that all ITU relevant data is stored appropriately.

Research Servers

Virtual servers (VM servers) managed by the IT Department and allocated for research purposes performs a backup every night of both the individual VM server and data therein and is retained for 20 days.

If a researcher is responsible for a research server not managed by the IT Department, the employee is then responsible for ensuring backup of both data and server setup.

The IT Department can accommodate backup on [Mass Storage and VM servers.](#)

Note that the IT Department does not backup the HPC Cluster, as the HPC Cluster is not intended as a storage solution.

Students

All students are responsible for backing up their own devices on their own accord. The IT Department does not provide a solution for student owned devices and cannot be held responsible for loss of data.

All students have access to several ITU student relevant systems such as LearnIT and GitHub.ITU. Data stored on systems managed by the IT Department, will be backed up as part of the IT Departments normal backup routine.

The IT Department

The IT Department is responsible for ensuring backup of systems under the IT Departments management, and data placed in storage areas under the IT Department´s management.

A complete backup is performed once a week, and an incremental backup, that backup changes, once a day.

This includes:

Backup of files placed on the department share "ITU Files". Backup of the user's OneDrive and mail and calendar.

Backup of Teams (Files and Chat in Public and Private Channels). Backup of key applications[1].

Backup of production virtual servers such as GitHub.ITU.dk.

Snapshots of production virtual servers.

Backup of all production servers including administrative databases such as F2, LearnIT, STADS and Mit.ITU. As part of this responsibility, the IT Department will ensure that the backup solution and the storage of data will be:

- Kept in a secure location
- Handled in a secure manner including access management and logging
- Regularly tested to ensure its validity and restorability

In addition to this the M365 file storage solutions SharePoint, OneDrive and Teams have a 93-day build-in retention period via the recycle bin, that enables a user to restore deleted items. This means that if you delete a file you can restore from the recycle bin yourself. On day 94 it will not be possible to restore the file on your own, however, you can contact it@itu.dk for help.

External backup

All employees must restrain from using an unapproved cloud provider for backup storage. In doing so ITU will be at risk of violating the requirements of the GDPR regarding Data Processor Agreements when storing personal data with a third party.

Please refer to the System ABC for approved storage solutions.

Further guidelines

Please refer to further guidelines concerning Information Security including the Information Security Policy on the ITU intranet

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[1] Installing and using an application in Teams, does not automatically mean that data in that application is backed up.