

# Big Bend Community Based Care Policy & Procedure

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<b>Series:</b>	900: Data Collection, Records and Reporting	
<b>Policy Name:</b>	Information Systems Data Back-Up, Restoration and Disposal	
<b>Policy Number:</b>	911	
<b>Origination Date:</b>	03/09/2009	<b>Revised:</b> Board Meeting of 12/13/2018
<b>Regulation:</b>	CFOP 50-17	

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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to periodically copy electronic data to alternate locations and devices to enable quick restoration in the event of a systems malfunction or operator error and to dispose of data in a manner that ensures confidentiality is maintained.

## Procedure

### A. Workstations and End Users.

1. All data used in conjunction with performing the duties of a position is the property of BBCBC and will be treated as a company owned resource.
2. All data will be stored in a location approved by the BBCBC Network Administrator (NA).
3. Permanent storage of data in any other location or on removable media, including, but not restricted to, Floppy disks, CD, Flash cards or Jump drives (also known as Thumb drives) is strictly prohibited.
4. Removable storage devices may be used for temporary storage if such use is strictly time-limited and required to perform assigned job duties with prior approval from IT and an encrypted device.
5. End user data will be stored on one (1) or more network servers. Workstations will not be periodically backed up since no user created data will be stored locally.

### B. Servers.

1. All user data on each BBCBC server will be backed up on a nightly basis to a separate physical disk or other media.
2. Incremental backups will be stored in an off-site location for an indefinite period.

### C. Restoration.

1. To request a restoration of backed-up data, the end user will send an email request to IT@bigbendcbc.org describing the extent of the loss and providing any details necessary for a successful restoration.

### D. Disposal.

1. Print Reports, CDs, and Floppy Disks will not be discarded in the office trash or left in an unsecured manner as this would allow unauthorized access to the data.
  - a. Confidential data in printed form will be shredded;

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- b.** Floppy Disks and CDs will be made unreadable by physical destruction.
- 2.** Hard drives installed in any system that will be surplused or otherwise removed from the control of BBCBC will undergo one of the following:
  - a.** A 7-layer wipe;
  - b.** Degaussing;
  - c.** Any other physical destruction deemed necessary to ensure any confidential data has been made inaccessible.