

Merrydale Infant School



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Back-Up Policy

Back-up: All major data systems should be backed up. The back-ups should be relevant to the relevant Data system.

Back-up Timetable: Where possible the data should be backed up Daily on site and weekly offsite to protect against fire.

Back-up Authority: The backups should be completed by the relevant Data Processor. This will be determined by the relevant Access Authority representative

Back-up restore policy: The relevant Data Processor will restore data periodically to ensure backup systems are working correctly