

**WALLA WALLA COMMUNITY COLLEGE
BACKUP AND RECOVERY
ADMINISTRATIVE POLICY 8230**

I. POLICY BACKGROUND/PURPOSE

The purpose of this policy is to define the criteria for the backup, archival storage and restoration of critical data and systems at Walla Walla Community College (WWCC).

II. AUTHORITY

Board Policy 1370. This policy is a component of the WWCC information security program that is intended to comply with the PCI-DSS, FERPA, GLBA, HIPAA, and other regulations.

III. SCOPE OF POLICY

The scope of this policy includes all data and systems.

IV. DEFINITIONS

A. **Backup data** is information that can be restored to a point in time in the event of a disruption of business, and then used in the daily operations of the company.

V. POLICY

This policy outlines the minimum requirements for the creation and retention of backups.

- A. Data and systems to be backed up will be identified by business need and on legal, regulatory, and business requirements to determine content and time frames for retention (see the [WWCC Records Retention and Management Policy](#)).
- B. Full backups shall be performed on at least a weekly basis with backup media maintained in an environmentally secure and readily accessible data library.
- C. All backups must provide for at least two (2) weeks of backups, to cover failure of the primary backup.
- D. All confidential and sensitive data shall be encrypted on backup media.
- E. Recovery procedures must be tested annually to ensure that they are effective.
- F. Exceptions
 - 1. Only the President of WWCC or a designated appointee is authorized to grant exceptions to this policy.

VI. COMPLIANCE

To ensure compliance with this policy, WWCC may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any WWCC information resources, consent to disclosing the contents of any files or information stored or passed-through WWCC's network and may be subject to monitoring.

A. Enforcement

- 1. Personnel and students using WWCC's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment, or suspension of enrollment.
- 2. Employees, contractors, consultants, temporaries, partners, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this

policy and the WWCC Information Security Policies upon hire and must be reviewed annually.

B. Violations

1. In conjunction with the Vice President of Human Resources, a Supervisor, Department Supervisor, Dean, or Vice President will address employee violations of this policy.
2. The Vice President of Student Services will address student violations of this policy in accordance with the Student Code of Conduct.

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>December 16, 2025</u></p> <p>Last Reviewed/Revised on: _____</p>
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