Policy Title: Alternate Storage Site

Policy Type: Administrative

Policy Number: ADMINISTRATIVE POLICY # 32 – 8 – 606 (2014) Alternate Storage Site

Approval Date: 05/28/2014 Revised

Responsible Office: Office of Information Technology

Responsible Executive: CIO

Applies to: Office of Information Technology

POLICY STATEMENT

In the event of an incident that has the potential to disrupt normal daily operations, a secondary site for information and data storage is required as pursuant to achieve recovery time and recovery point objectives.

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CONTACT(S)

Office of Information Technology – (757)823-2869

STAKEHOLDER(S)

University Faculty & Staff
Office of Information Technology
PURPOSE

This control establishes the University’s policy for obtaining and maintaining an alternate site for the purpose of information systems and data storage in the event of hazardous occurrences that might result in disruption of normal operations.

REQUIREMENTS

NSU establishes an alternate storage site including necessary agreements to permit the storage and recovery of information system backup information.

Controls Enhancement for Sensitive Systems:

1. NSU identifies an alternate storage site that is separated from the primary storage site so as not to be susceptible to the same hazards.

   Enhancement Supplemental Guidance: Hazards of concern to NSU are typically defined in a University assessment of risk.

2. NSU configures the alternate storage site to facilitate recovery operations in accordance with recovery time and recovery point objectives.

3. NSU identifies potential accessibility problems to the alternate storage site in the event of an area-wide disruption or disaster and outlines explicit mitigation actions.

   Enhancement Supplemental Guidance: Explicit mitigation actions include, for example, duplicating backup information at another alternate storage site if access to the first alternate site is hindered; or, if electronic accessibility to the alternate site is disrupted, planning for physical access to retrieve backup information.

VIOLATIONS

Violations of this policy will be addressed in accordance relevant University and Commonwealth of Virginia policies, including University Policy 32-01 and Department of Human Resources Management Policy 1.75. The appropriate level of disciplinary action will be determined on an individual case basis by the appropriate executive or designee, with sanctions up to or including termination or expulsion depending upon the severity of the offense.

INTERPRETATION

The Information Security Officer is responsible for official interpretation of this policy. Questions regarding the application of this policy should be directed to the Office of Information Technology. The Information Security Officer reserves the right to revise or eliminate this policy.
PUBLICATION

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

2. Submit the policy for inclusion in the online Policy Library within 14 days of approval;

3. Post the policy on the appropriate SharePoint Site and/or Website; and

4. Educate and train all stakeholders and appropriate audiences on the policy’s content, as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 05/28/2015
- Approval by, date: Office of Information Technology and 05/28/2014
- Revision History:
  - Supersedes (previous policy): OIT 62.8.606 Alternate Storage Site

RELATED DOCUMENTS

Virginia Commonwealth State policy SEC501-08 Information Security Standard