

## 7200-R Section 2, Data Backup and Storage

Campbell County School District will:

- Determine when backups are needed prior to the movement of any required systems;
- Make an exact, retrievable, copy of the data;
- Test the copy of the data to make sure the copy of the data is exact and retrievable; and
- Store the backed up data in a secure location, and ensure the appropriate access controls are implemented to allow only authorized access to all such data.

### **RESPONSIBILITIES:**

Server administrators will be responsible for ensuring the implementation of the data backup and storage procedures.

ADOPTION DATE: May 11, 2021

LEGAL REFERENCE(S): Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act, 47 U.S.C. §254 (CIPA); The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and International Standards Organization (ISO 27002).

CROSS REFERENCE(S): 4374, 4675, 5147, 5276, 5330, 7100, and all sections under 7100-R.

ADMINISTRATIVE REGULATION: 7200-R, Sections 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13