



Oklahoma State University

Title: Data Backup Plan	Policy #: SEC-06.01
Category: HIPAA Compliance	Authority: 45 CFR § 164.308(a)(7)(ii)(A) HIPAA SECTION:
Standard: Contingency Plan	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

Ensure retrievable copies of EPHI are available.

POLICY:

OSU will establish and implement procedures to create and maintain retrievable exact copies of electronic protected health information. §164.308(a)(7)(ii)(A)

PROCEDURES:

OSU will backup all servers and databases that house electronic PHI on a daily basis.

These servers and database backups will be stored in a manner that the ability to retrieve and recreate a working environment can be done in a timely manner.

OSU does have and will maintain a redundant backup system in the event of a natural disaster, flood, fire, tornado, or other means in which a data center is deemed not operational, we can switch to use the redundant system.

Please reference SEC-11.03 Data Backup and Storage Policy for more specific details.

REFERENCE:

OSU Stillwater Electronic Backup Policy
OSU Stillwater Application Archive Policy
OSU-CHS Data Backup and Storage Policy SEC-11.03