

Data Backup and Retention Procedure

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Purpose:

This document is designed to clarify the procedure used by the Penn State New Kensington Information Technology Services Department (hereafter in this document to be referred to as NK ITS) to archive digitally stored data as a service to University employees.

Scope:

The procedure defines the backing up of data from University-owned computers purchased by NK ITS for use by the staff and faculty at the New Kensington campus location, as well as at the associated Penn State New Kensington Continuing Education location. Workstations available for academic computing do not fall within the range of these parameters. NK ITS will make recommendations to end-users who utilize those public computers on campus with regard to best practices for archiving data. This procedure only refers to work-related data; end-users should not utilize University resources to backup or store personal data.

Definitions:

Academic Computing - Computing efforts made by students to satisfy class requirements.

Administrative Computing - Computing efforts made by faculty or staff.

Backup - A second copy of digital data that is transferred to a second system for the purpose of archiving said data.

Cloud storage - A model of data storage where the data is hosted and stored across multiple servers by a cloud storage provider. The provider is responsible for ensuring the data is available, accessible, and properly protected.

End-user - Person who uses a computer system.

Faculty - Employee of the University hired to fill a teaching or research position.

New Kensington Data Network – The technology infrastructure, hardware, and software installed at the campus which is used to facilitate the flow of digital information between (but not limited to) computers, printers, servers, mobile devices, the Internet, etc. This includes both the wired and wireless networks at Penn State New Kensington.



NK ITS Department - the campus Information Technology staff consisting of the System Administrator, IT Specialist and the Director of IT

Network - A system of devices connected for the purpose of digital data transmission. In many cases, use of the term “network” refers to the hardware that supports said transmission. However, for the purposes of this policy, use of the term “network” describes the interconnectedness of the computer-related equipment used on the Penn State New Kensington campus.

Penn State Information Technology Services (ITS) – the central IT unit located at University Park that provides many core enterprise services to the units within the University.

Personal Data - Data and files unrelated to assigned employment responsibilities. Those files may range from documents to photos to music files, for example.

Server - A computer used for the purpose of centrally storing data, managing devices on a computer network, administering software installation and use on network devices, and conducting utilization of user accounts.

Staff - Employee of the University hired to fill an administrative or a support position.

Stand-alone computer - A workstation that has no connection to the data network. All functionality on said workstation is restricted to each of those workstations.

Workstation - A computer used to complete work. The term “workstation” may refer to a desktop model of computer or a laptop model of computer. Most workstations are connected to the data network.

Procedure:

Penn State Information Technology Services (ITS) provides all students, faculty, and staff with the ability to back up their data to centralized resources such as Office 365 (<https://office365.psu.edu>). Data stored at Penn State must meet the requirements outlined in the University policy AD95 (<https://guru.psu.edu/policies/AD95.html>).

It is the responsibility of the end-user to ensure that they back up all important files. The backup resources should only be utilized to backup University related data and not personal data.

Data Storage

Faculty and staff that are assigned University-owned laptop and desktop computers are encouraged to utilize Office 365 (<https://office365.psu.edu>) for their data storage. Understanding what data can be stored where is critical and <https://security.psu.edu/awareness/storage/> is a great resource to determine what is permitted.



Data Retention/Disposal

As dictated by University Policy AD-35 (<http://guru.psu.edu/policies/AD35.html>), end-users must ensure that data they store and back up meets the University's requirements for data retention and disposal. Once data exceeds the University's retention requirements, it is the responsibility of the end-user to ensure the data is properly disposed.

All questions regarding data backup and retention should be directed to the New Kensington Service Desk.

Procedure History:

November 9, 2020 – References to Box and PASS were removed and replaced with the new standard (Office 365).

September 28, 2017 – Procedure created based off previous campus policy.