

PURPOSE

The purpose of this procedure is to define backup standards and how confidential information will be protected.

SCOPE

This procedure covers how backups of the Production Program, Accounting Program, and Domain Server within the company will be taken, and how data security will be ensured.

RESPONSIBILITIES OF SYSTEM ADMINISTRATORS PERFORMING BACKUPS

All designated backup operations within the company are the responsibility of authorized system administrators and unit managers.

To minimize system downtime and potential data loss in case of unexpected situations in information systems, system data and corporate data must be backed up regularly.

Necessary planning must be made to ensure secure geographical redundancy of data in case of natural disasters or similar events.

Data will be backed up online in the operational environment on different disk volumes within the same disk system, and offline on a BACKUP Server and external disk environments.

Final data must be stored indefinitely in offline environments.

Backup plays a critical role within information security processes, and clear responsibilities must be defined regarding this issue.

Since the information to be backed up may vary, the backup list should be reviewed and updated periodically.

When new systems and applications are deployed, backup lists must be updated.

Sufficient number and capacity of backup media must be provided. The need for increased backup capacity must be reviewed periodically.

Restore procedures must be regularly checked, tested, and verified for effectiveness to ensure they can be completed within the timeframes defined by operational procedures.

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Backup media must be kept in an environment where they will not be affected in the event of a disaster.

The Data Backup Standard will specify backup frequency, scope, time of day, conditions and steps for restoring backups, how to roll back in case of issues, how backup media will be labeled, and how backup tests will be performed. All these will be recorded in the backup log.

APPLICATION TEXT

Backup is performed as a “full backup” every day starting at 07:00, repeated every hour, and ending at 21:00. After the backup operation is completed, as defined in the backup software schedule, the backup unit automatically transfers the data to a remote computer on the network.

Twice a year, disaster recovery drills are carried out using the existing backups.

The database server performs real-time synchronized backups with 1 online primary server and 1 offline replica.

During the day, backups are performed either directly by the IT Manager or by an officially assigned person, or—if taken automatically by the system—must be checked directly by the IT Manager.

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