I. PURPOSE

This standard reflects East Carolina University’s commitment to backup and securely store all EPHI on its information systems and electronic media.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

All EPHI on ECU information systems and electronic media must be regularly backed up and securely stored. Backup and restoration procedures must be regularly tested.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.

V. PROCEDURE

1. ECU Health Care Components must have formal, documented procedures for creating and maintaining retrievable exact copies of EPHI. At a minimum these procedures
HIPAA Security Standard #0007a: Data Backup Plan

must identify the healthcare computing systems to be backed up, provide a backup schedule, identify where backup media are stored and who may access them, outline restoration process, and identify who is responsible for ensuring the backup of the EPHI.

2. The criticality of the data will determine the frequency of data backups, retention of data backups, as well as where data backups and restoration procedures will be stored.

3. Backup copies of EPHI will be stored at a secure location and must be accessible to authorized ECU workforce members for prompt retrieval of the information. The secure location must be as geographically distant from the location of the healthcare computing system as is feasible.

4. Restoration procedures for EPHI must be regularly tested as specified in the Testing and Revision Procedures Standard to ensure that they are effective and that they can be completed within the time allotted in the ECU Health Care Component’s disaster recovery plan.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.