

Policy_on_User_Data,_Backups,_and_Who_is_Responsible_for_What

- For purposes of this policy, **User Data** is defined as any content a user creates or stores on their computer or network shares. This includes (but is not limited to) Word documents and Excel spreadsheets.

- Users are responsible for making sure that their own data are backed up
 - ◆ TSS will assist users with this, but ultimately only the individual user knows what data are important to them

- Information Technology Services and its various sub-departments are not responsible for loss of user data.

- TSS suggests that users back their data up by any of the following methods:
 - ◆ USB Flash drives
 - ◆ External Hard drives
 - ◆ Backup to blank CD's or DVD's
 - ◆ Copy to a Network share, such as Homedirs
 - ◇ Most network shares are backed up by our server administrators for purposes of recovery from a catastrophic failure **ONLY**
 - This means that individual files that were lost or deleted accidentally **CANNOT** be restored
 - Data restoration for a network share is only done in response to a system-wide failure
 - ◆ If you need help backing your data up, please **Contact Us**