

**NORTHERN MICHIGAN REGIONAL ENTITY  
ADMINISTRATIVE MANUAL**

**POLICY NAME:** DATA BACK-UP POLICY  
**CHAPTER:** NINE – INFORMATION SYSTEMS  
**POLICY #:** 09-01-003  
**EFFECTIVE DATE:** January 1, 2014

**PURPOSE**

To assure that computerized data and programs are secured against loss, damage and unauthorized access or disclosure.

**APPLICATION**

To all servers owned, managed or used by Northern Michigan Regional Entity (NMRE).

**POLICY**

A backup system shall be established and maintained to ensure security and privacy of all computerized data and programs. At least one complete system backup will be stored in a secure off-site location at all times. The NMRE CIO will assign an individual to be responsible for completing the backup, storage and retrieval processes, as scheduled.

**REFERENCE**

- 45 CFR Parts 160, 162 and 164 - HIPAA Privacy and Security Rules
- MDHHS/PIHP Medicaid Managed Specialty Supports and Services Contract

REVISED:

REVIEWED: May 16, 2016

APPROVED: January 1, 2014

*Signed copy is on file with NMRE*

\_\_\_\_\_  
Dave Schneider  
Northern Michigan Regional Entity Chief Executive Officer

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Date