

SOP number	59.003	Version	1.0
Title	System: System and Data Backup		

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SOP category	West of Scotland Safe Haven																		
Staff category																			
<table><tr><th>Staff Category</th><th>R</th><th>A</th><th>C</th><th>I</th></tr><tr><td>West of Scotland Safe Haven Manager</td><td></td><td>X</td><td></td><td></td></tr><tr><td>IT Systems</td><td>X</td><td></td><td></td><td></td></tr></table>					Staff Category	R	A	C	I	West of Scotland Safe Haven Manager		X			IT Systems	X			
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West of Scotland Safe Haven Manager		X																	
IT Systems	X																		

1. Scope

This procedure applies to the Safe Haven within NHS Greater Glasgow and Clyde.

2. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for system and data back-up within the Safe Haven.

3. Procedures

3.1. RCB Procedures

3.1.1. Backup Type

Routine and ad hoc backups will be performed and documented according to RCB SOPs and Guidelines, along with routine backup schedules and registers.

3.1.2. Storage

Back-up media will be stored by the RCB in accordance with their SOPs and Guidelines.

3.1.3. Validation and Labelling

Test files, restores and labelling of backup media will be undertaken according to RCB SOPs and Guidelines.

3.2. NHS Procedures

NHS procedures are managed by eHealth Directorate, according to NHS Policies and Procedures. These are more clearly defined in the HI&T Safe Haven OLA.

4. Referenced documents

- N/A

5. Related documents

- N/A

6. Document history

Version	Date	Description
1.0		Migration to Glasgow Clinical Trials Unit QMS

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