

# Information Backup and Recovery Services Policy

Ministry of SaskBuilds and Procurement  
Maintained by: Information Technology Division

Approved: February 2023  
Next review: February 2025

## Purpose

System backup data is only for security of information and emergency system recovery purposes to meet the operational requirements of government agencies.

## Scope

This policy applies to all clients of the Ministry of SaskBuilds and Procurement's Information Technology Division, executive government, ministries and prescribed public agencies, that receive information technology services.

Partners and service providers who provide service to the Ministry of SaskBuilds and Procurement are also required to comply with this policy.

## Authority

*The Ministry of SaskBuilds and Procurement Regulations, 2020*  
*The Freedom of Information and Protection of Privacy Act*  
*The Archives and Public Records Management Act, 2015*

## Definitions

Backup Data – data routinely stored for security of information and emergency system recovery purposes.

Clients – Government organizations that are provided information and technology services from the Ministry of SaskBuilds and Procurement's Information Technology Division.

## Accountability

The Ministry of SaskBuilds and Procurement's Information Technology Division provides backup and emergency recovery services for critical systems and technology provided to clients.

Clients may not use backup and recovery services to satisfy records management compliance or to satisfy access to information requests. Clients must ensure that they are retaining their data within their own records management environments to ensure compliance with the respective public record legislations and their internal records and information management policies.

All partners and service providers who provide service to the Information Technology Division must ensure they are compliant with *The Freedom of Information and Protection of Privacy Act*; specifically, section 24.2 of the Act.

## Retention

The backup data is classified by Provincial Archives of Saskatchewan as transitory records (TR60) and will only be retained for one year.

## Exception

Exceptions to this policy may be considered if there is a legislated requirement and it is determined that the institution has not retained the official record within their own records management environment. Exception requests will be reviewed on a case-by-case basis.

- The institution must immediately make the request to the Ministry of SaskBuilds and Procurement's Information Technology Division.
- Backup and recovery may be possible in limited instances at a cost to the requesting institution.