	User Central Backup File Policies and Procedures		Document Number: 2P-SS-07.08
	Department: Information Technology	Effective Date: January 8, 2021	Revision No: 2

Scope

This document covers to provide F2 users backup storage for company's official documents to prevent file lost due to hard disk-crash and/or machine lost.

IT Technical Support to **inform** storage location while user to execute backup process. Automatic backup should be executed daily if there are any modification on the files located on the backup directory.

Ownership

IT Manager are responsible for cascading to all concerned personnel that it reflects actual practices.


Policies

1. All workstations should have configured backup directory per User to be installed by Technical Support during turn-over of unit.
2. User need to transfer files in My Documents folder. Files inside the folder will automatically sync to backup server if there are new file or modification on the files.

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3. IT Technical Support has the right to remove any unofficial and/or inappropriate files that might cause Company's property damages. Violated user will be subjected to Company's Code of Conduct.


Following files are considered authorize:

- Company related document files – docs, spreadsheets, presmats, pdfs.
- Company related multimedia and image files.

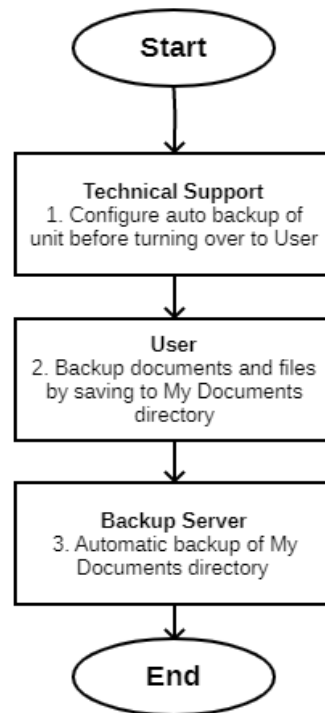
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