

3. Purpose

- 3.1. The purpose of this policy is to provide a high-level outline of backup, retention and recovery measures in place to protect the integrity and availability of Institute data and services.

4. Scope

- 4.1. This policy applies to:

- Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
- Institute employees on BBSRC or other terms and conditions
- BRC Ltd. employees
- Research Fellows on Institute terms and conditions
- Research Fellows (honorary)
- Honorary Members of Faculty
- Babraham Institute registered PhD students
- Visiting students
- Visiting researchers and workers, including consultants and secondees
- Workers provided by a third party / contractors
- Visitors
- Trustees

- 4.2. This policy applies to Institute data stored on:

- Institute enterprise storage, i.e. user/group file shares and scientific cluster data
- Institute archiving systems, e.g. [Research Data Archiving Repository \(RADAR\)](#)
- Institute servers providing IT services
- [Microsoft 365 cloud-based services](#)

[Research Data Archiving Repository \(RADAR\)](#)). Increase requests are subject to capacity, availability, and fair use. Requests for large increases to storage space may require the purchase of additional storage equipment by the group/department.

6. Backup and retention of user/group data

6.1. User/group file shares and scientific cluster

6.1.1. User/group file share and scientific cluster backups are created daily and overwritten each day.

6.1.2. Snapshots for user and standa99.2ss .

