Purpose:

To establish responsibility for designating off site storage locations for storage of information in any form (electronic or non-electronic).

Scope:

Applies to all Units of the UF Health Science Center.

References:

2. Standard GP0003.02: Information Classification

Policy:

1. All off-site storage locations must meet the security requirements associated with the relevant information classification in Standard GP0003.02.
2. Off-site storage locations for authoritative information assets or the back-up copies, in electronic or non-electronic form, must be approved by the UF Records Management Office. If Restricted data is involved, off-site storage locations must also be approved by the Privacy Office.
3. Additional copies may be kept at other sites with the approval of the Unit Information Security Administrator (e.g., copies of disaster recovery plans may be stored at the home of those responsible for disaster/recovery activities). If Restricted data is involved, these other off-site storage locations must also be approved by the Privacy Office.