



## Administrative Policy

# 2005-06 Information Systems Business Continuity and Disaster Recovery

<b>Title</b>	Information Systems Business Continuity and Disaster Recovery
<b>Policy Owner and Contact Information</b>	<a href="#">Information Technology</a>
<b>Applies to</b>	All UConn Health workforce members, including employees, faculty, staff, students, residents, volunteers and other individuals.
<b>Campus Applicability</b>	UConn Health
<b>Effective Date</b>	June 2, 2021

### PURPOSE:

To enable the organization to recover from and continue to operate in the event of an incident that affects the availability of UConn Health information systems and/or critical data.

### POLICY STATEMENT:

UConn Health is required to have disaster recovery and contingency plans to restore information technology systems and data in the event of a disaster.

1. A contingency plan shall be developed, and maintained as needed, for responding to an emergency or other occurrence (for example, fire, vandalism, system failure, and natural disaster) that damages IT resources that contain ePHI or are critical to the operations of the institution.
  - a. An application and data criticality analysis shall be developed and maintained to assess the relative criticality of specific applications and data in support of the contingency plan components.
  - b. Facility access procedures shall be developed and maintained for access to support recovery efforts.
  - c. Disaster recovery plan testing and revision procedures shall be developed and executed for verifying recovery capabilities.
2. A data backup plan shall be established and maintained to create and maintain retrievable exact copies of ePHI.
3. Emergency access procedures shall be established and maintained for the retrieval of ePHI during an emergency.
4. A disaster recovery plan shall be established and maintained to restore any loss of data in the event of a disaster. Disaster recovery plan testing and revision procedures shall be developed and executed for verifying recovery capabilities.
5. Departmental downtime procedures shall be developed and maintained to protect ePHI during emergency operations of business processes.

**DEFINITIONS:**

Contingency Plan: The document that includes arrangements and procedures that enable UConn Health to respond to an event in such a manner that critical functions continue with planned levels of interruption or essential change.

Disaster (Information System): An event that significantly renders the continuation of normal information system functions impossible; an event which would render the information system unusable or inaccessible for a prolonged period of time (may be departmental or organization wide).

Disaster Recovery Plan (DRP): The document that defines the resources, actions, tasks, and data required to manage the business recovery process in the event of a business interruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals

**PROCEDURES/FORMS:**

None

**REFERENCES:**

- §45 CFR 164.308 (a) (7) (ii) (A)
- §45 CFR 164.308 (a) (7) (ii) (B)
- §45 CFR 164.308(a) (7) (ii) (C)
- §45 CFR 164.308 (a) (7) (ii) (D)
- §45 CFR 164.308 (a) (7) (ii) (E)

**RELATED POLICIES:**

None

**ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**APPROVAL:**

Andrew Agwunobi (Signed)  
UConn Health Chief Executive Officer

6/2/2021

Kiki Nissen (Signed)  
Administrative Policy Committee Vice-Chair

6/2/2021

Janel Simpson (Signed)  
Administrative Policy Committee Chair

6/2/2021

**POLICY HISTORY:**

**New Policy Approved:** 01/28/2005  
**Revisions:** 6/2/2021