

Human Tissue Authority
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Date 6 May 2020

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Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 19 March 2020. Your email outlined the following request:

Under the Freedom of Information Act 2000, I seek the following information about the Human Tissue Authority Backup Policy for the Human Tissue Authority's Office 365 deployment.

1. Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?
2. If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.
3. If a system or service is in place to backup Human Tissue Authority's Office 365 environment can you confirm the retention period the data is stored for?
4. Who in Human Tissue Authority is responsible for the protection of your critical data?

If you need any clarification, then please do not hesitate to contact me and I'd be happy to help. If it is not possible to provide the information requested due to the information exceeding the cost of compliance limits identified in Section 12, please provide advice and assistance, under the Section 16 obligations of the Act, as to how I can refine my request.

I would be grateful if you could confirm in writing that you have received this request, and I look forward to hearing from you within the 20-working day statutory time period.

Response

1. Can you please confirm if you are using the Microsoft Office 365 solution in your IT environment?

Yes, we are using Microsoft Office 365 E3.

2. If so, how you currently back up your Office 365 data? If it is backed up please confirm which software or service solution you currently have in place.

We back up our Office 365 data using Veeam 365

3. If a system or service is in place to backup Human Tissue Authority's Office 365 environment can you confirm the retention period the data is stored for?

The Veeam 365 backups are retained for three years.

4. Who in Human Tissue Authority is responsible for the protection of your critical data?

The Head of Business Technology has operational responsibility for the protection of the HTA's critical data.

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.gov.uk

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