

Dear

I am writing to you in reply to your Freedom of Information Act (FOIA) request to Nottinghamshire County Council. Firstly I apologise for the delay in replying to you and hope that it has not caused any inconvenience. I have the following information.

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

Yes

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.*

Commvault Backup is used

3. *If a system or service is in place to backup Nottinghamshire County Council's Office 365 environment can you confirm the retention period the data is stored for?*

The retention for Office365 is currently as follows:

Sharepoint data backups: we retain 4 cycles/30 days (a cycle is a weekly full backup followed by daily incremental backups up to the next weekly full backup).

Exchange data: we currently retain all backup data since accounts were migrated to Office 365. We are awaiting a retention policy to be agreed on by the Information Governance Team.

OneDrive data is not fully live for our users, but those that are backed up follow the same retention as for Sharepoint.

4. *Who in Nottinghamshire County Council is responsible for the protection of your critical data?*

Overall security: Emma Murphy Service manager

Backups: Kevin Davis Infrastructure manager

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail foi@nottscc.gov.uk.

Yours sincerely

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