

HIPAA backup & recovery compliance checklist

Changes to HIPAA requirements are being actively evaluated by HHS. This checklist can help your organization ensure your backup, recovery and data protection practices are in compliance now and will stay compliant in the future.

1. Governance & Documentation

- Annual security risk analysis completed
- Backup & recovery risks documented
- Remediation plan with owners and dates
- Evidence retained for six years

2. Policies & Procedures

- Written backup and recovery policy
- Data retention standards defined
- Incident recovery procedures documented
- Annual policy review completed

3. Access Control & Identity

- Role-based access enforced
- MFA enabled for administrators
- Privileged access limited
- Off boarding process documented

4. Data Protection & Encryption

- Encryption at rest enabled
- Encryption in transit enabled
- Secure offsite backup protection
- Key management defined

5. Ransomware & Backup Integrity

- Immutable backups configured
- WORM retention enabled
- Air-gapped copy maintained
- Backup deletion restricted

6. Backup Operations & Monitoring

- Automated backup schedules
- Centralized monitoring active
- Failures reviewed and resolved
- Capacity tracked

7. Recovery & Restore Testing

- Restore tests performed quarterly
- RTO/RPO documented
- Test results retained
- Safe test environment used

8. Logging & Audit Readiness

- Backup logs retained
- Activity reviews documented
- Incident records maintained
- Audit reports available

9. Vendor & Business associate oversight

- BAA executed with providers
- Vendor controls verified
- Shared responsibility defined
- Annual reviews completed

10. Workforce Training

- Annual HIPAA training completed
- Recovery procedures trained
- Training records maintained

Overall Readiness Summary

Sections Completed: _____ / 10

Primary Gaps:

Remediation Owner: _____

Target Date: _____

Next Steps

- Schedule backup readiness review
- Validate restore testing cadence
- Update compliance evidence binder
- Review MSP responsibilities

Contact Synology to learn more about how you can secure your data.

Schedule a meeting to evaluate your current environment and learn how Synology solutions can help your organization get ahead of changing compliance requirements.



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