Policy

POL.COR.16.01
Electronic Data Backup Policy

Policy Type: Corporate Policy (Approved by Council)
Date Approved: January 25, 2016
Department: Finance and IT Services
Staff Report: FAF.16.02
By-Law No.:

Policy Statement

To ensure the continuous operation of Town IT resources, all appropriate electronic data must be backed up on a regular basis.

Purpose

The purpose of this policy is to define who is responsible for performing backups of electronic data and why the backups are being performed.

Application

This policy applies to all staff, members of Council and 3rd party vendors with access to Town electronic data.

Definitions

- Backup is the procedure for making extra copies of data in case the original is lost or damaged.
- Replication is the act of copying and then moving data between company sites.
- Catastrophic Failure is the total loss of data and infrastructure.
- Disaster Recovery is the loss or corruption of data and the ability to recover it in a timely manner.
- 3rd party vendor is any off site hosted service, contractor, consultant or vendor.

Procedures

Only Town IT Staff will perform backups on Town managed servers and data storage devices for the purpose of disaster recovery and catastrophic failure recovery.

Backup files and media will be retained for 1 calendar year, then destroyed, as per the Town Records Retention Bylaw 2011-08.

No other staff members, members of Council or 3rd party vendors may make copies of electronic data for the purposes of a backup unless authorized by IT Staff.

IT Staff will follow FIT-12-17 IT Backup Procedures to perform backups.

Town electronic data that is hosted off site by a 3rd party vendor must have a backup procedure established. That procedure must meet Town IT staff requirements and standards, as well as the requirements of this Policy.

Exclusions

Library Public User Systems

References and Related Policies

FIT-12-17 IT Backup Procedures

2011-8 Retention Bylaw

POL-COR.12.13 IT Acceptable Use Policy

Consequences of Non-Compliance

Town staff that are found to be making unauthorized backups may face disciplinary actions, up to and including termination of employment.

If 3rd party vendor backup procedures do not meet the requirements of this Policy, the Town may cease activities with the Party and will require the return of all data.

Review Cycle

This policy will be reviewed every 2 years by Manager Information Technology, Director of Finance and IT and the Senior Management Team.