

Mountain View Regional Waste Management Commission

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| | Policy No: 35-17 |
| Policy Title: Information System Backup | Effective Dates: August 28, 2017 |
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PURPOSE

An information system backup is to provide a means to restore the integrity of the computer systems in the event of failure, lost or corrupt data.

SCOPE

This policy applies to data generated and stored on the Administration of the Waste Commission laptops and computers. It also applies to the Financial Contractor's Software.

DEFINITIONS

1. "Information System" – an integrated set of components for collecting, storing, processing, and communicating information
2. "Offsite" – Credit Union, Didsbury, Alberta
3. "Memory Stick" - the saving of files onto an offline mass storage media.
4. "Financial Contractor" – currently the Town of Olds

MANAGEMENT RESPONSIBILITIES

The CAO shall be responsible for the application of this policy.

STANDARDS

1. The laptops or computers used by Commission Administration will be backed up daily.
2. Storage
 - o All Commission backups will be stored on a memory stick offsite in a safety deposit box.
 - o The Financial Contractor's software information will be backed up in three ways. The first backup is performed by having all data being replicated in real time on a mirror-image drive located off-site. The second is a separate backup of all daily transactions also stored in an off-site location and the third is a weekly backup of all data being stored. This is also being performed on a storage drive and a mirror-image drive.
3. Testing
 - o Testing will be done by Computer Services Contractor.
4. Staff Responsibility
 - o Administration will be responsible for the weekly backups; in their absence a delegate will be assigned.
 - o The memory stick will be taken every week to the offsite storage location. These individuals as well as the CAO have signing authority access to the safety deposit box at the bank.

| | DATE: | RESOLUTION |
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| APPROVED | August 28, 2017 | #117-17 |
| RESCINDED | | |