Shifnal Town Council

Disaster Recovery Policy

Shifnal Town Council is a very small organisation, with a basic, but functional IT system. It is therefore felt that there is not a need for an elaborate Disaster Recovery mechanism. This brief document will help to ensure that data which is critical to the smooth running of the Council's operations can be recovered due to any unforeseen or unexpected circumstances which could lead to IT system failure.

Principles:

- Carry out initial risk assessment to determine current information systems vulnerabilities;

- Identify critical applications, system and data;

- Ensure that critical applications, systems and data are distributed among the appropriate staff thereby reducing the possibility that all sources be affected by the same disaster;

- Analyse and plan on-going basis to ensure alignment with current Council objectives and requirement.

Procedure:

- Protect the shared network that contains both scanned drive and other data/folders by automatically (once a week) backing up these devices onto the Seegate Expansion Drive (SED);

- Nightly secure the SED in the fire resistant filing cabinet;

- Every month check the data integrity and reliability on the SED;

- In addition, back up appropriate files onto personal memory sticks, and in particular, data referring to accounts, minutes of meetings, staff matters, burial correspondence and any other critical, confidential correspondence with residents i.e. Data Protection and Freedom of Information responses;

- Refrain from storing critical data solely on "My Document";

- Provide security awareness and disaster recovery training for appropriate staff;

- Annually test plans and update if appropriate.

Date: 17 September 2013