

Division Finance and Administration	Policy Series 300	Policy # 300.5
Subject Technology - Security	Replaces	
Responsible Authority - ASSISTANT DIRECTOR OF EDUCATION (FINANCE AND ADMINISTRATION) - MANAGER OF INFORMATION SYSTEMS	Date Approved January 8, 2013	
	Effective Date February 8, 2013	
Date Reviewed	Date Revised	

300.5(1) Policy Name

Back-up Policy

300.5(2) Policy Statement

This policy sets minimum standards for the back-up and recovery of electronic data for Nova Central School District.

300.5(2.1) Data written to back-up media (tape) is preserved for five years.

300.5(2.2) The standard back-up retention period for data which was replaced or removed at its source (e.g. deleted) is 30 days from the date of change.

300.5(2.3) The standard back-up schedule is daily for 30 days on SAN disc.

300.5(2.4) Every 120 days/four months there will be a back-up made to tape.

300.5(2.5) Copies of back-up data shall be stored:

2.5.1 at the district office (30 recent calendar days/SAN disc);

2.5.2 at the regional office (30 recent calendar days to secondary back-up server); and,

2.5.3 at the regional office (120days/four months), unless otherwise directed by the Director of Education.

300.5(2.6) Tape and other back-up media shall be clearly labeled or barcoded to reflect the data written to the media and the date.

300.5(2.7) Back-up media is normally re-used. Other back-up media must be destroyed in a secure manner that renders stored data irretrievable. Media destruction shall be conducted by authorized staff and shall be documented.

300.5(2.8) The NCSD Information Technology Sub-Division is responsible for periodic testing of the district's back-up and recovery services.

300.5(3) Policy Rationale/Purpose

Nova Central School District recognizes that technology is an integral resource in the delivery of educational programming and in the operations of the district. The ever-expanding set of electronic documents which make up the bulk of the district's corporate information must be protected and preserved so that data can be recovered in a timely manner. Recovery may be necessary in the event of a natural or unforeseen event (e.g. flood, fire, power outage) or because of malicious activity impacting our systems.

300.5(4) References

300.5(4.1) Office of the Chief Information Office (OCIO), Government of Newfoundland and Labrador, Back-up Policy.

300.3(5) Scope

This policy applies to information saved to the servers located in the district office in Gander.

300.5(6) Roles and Responsibilities

300.3(6.1) Responsible Division: **Finance and Administration (Technology)**
6.1.1 The **Assistant Director of Education (Finance and Administration)** or his/her designate, the **Manager of Information Services**, shall be responsible for the implementation, monitoring and revision of this policy.

300.3(7) Procedures

N/A

300.3(8) Definitions

N/A

300.1(9) Review

This policy shall be reviewed one year after approval and every two years subsequent to that.

300.1(10) School Policy

N/a