

INGQUZA HILL LOCAL MUNICIPALITY DRAFT BACK UP POLICY



BACKUP POLICY

Policy Particulars	
Date of Approval by HOD / WORKING GROUP:	
Date of Adoption by Council:	
Commencement Date:	
Revision History:	
Review Date:	Annually
Responsibility - Implementation & Monitoring:	System Administrator
Responsibility - Review & Revision:	Municipal Manager, Corporate Service Manager
Reporting Structure:	IT System Administrator » Corporate Service Manager » Municipal Manager » Council

1. Purpose of the Backup Policy

The Ingquza Hill Local Municipality performs daily backups of all systems.

The purpose of the backup policy is to:

- to ensure all relevant systems are backed up
- to ensure that in the event of system failure, none or limited data is lost
- to provide guidelines to system Administrators on backup type and frequency
- to establish prudent and acceptable practices regarding the backing up of systems

2. Who is affected by this policy

This policy is applicable to all users authorised to use IHLM's systems, System Administrators and Service Providers. This means all employees that are employed permanently, contracted or temporary including councilors. All these employees will be referred to as "users" in the rest of this document.

This policy must apply to service providers whose employees use the Ingquza Hill Local Municipality's internet and intranet services.

3. Policy Statements

Daily incremental backups will be performed on all Systems(Monday to Thursday)

Full Backups will be performed every Friday on all Systems

Full monthly Backup Tapes will kept for a1 year period

Annual backups will be performed and kept for 5 years

System Administrators will sign a backup register

All Full Backups will be kept off-site in a secure environment

The Ingquza Hill Local Municipality will have a Disaster Recovery Centre - All systems will be replicated to the Disaster Recovery Centre.

4. How this policy will be applied

Where technology allows, this policy will be applied automatically.

Management reports will highlight possible violations.

The offender's manager will take disciplinary action in line with Ingquza Hill Local Municipality policy.

Users may self-police the policy by reporting any violations via the grievance procedure.

The System Administrator may issue a specific instruction.

Users may face disciplinary action if you violate this policy

Managers should ensure that all their computer-using personnel, whether temporary, permanent or contract, are made aware of the contents of this policy.

Managers are required to apply the policy to all those who report to them.

5. Definitions

User	See Section 2, "Who is affected by this policy?"
Software	Software is a general term for the various kinds of programs used to operate computers and related devices.
Backup	the process of copying active files from online disk storage to tape so that files may be restored to disk in the event of damage to or loss of data.
HOD	Head Of Department
IHLM	Ingquza Hill Local Municipality

6. Version Control

Version	Date	Author	Details