DISASTER RECOVERY PLAN

December 2018

Imagine, Believe, Achieve

"Anything is possible for him who believes" Mark 9:23

Matlock Bath Holy Trinity CE (Controlled) Primary School
COMPUTER DISASTER RECOVERY AND SECURITY PLAN
Review every year

Authorised access to SAP FINANCE AND RM INTEGRIS:
Headteacher: - Mrs Sally Swain
Senior teacher:- Mrs Hannah Pearson   School Admin officer: - Mrs Terri McCourt

Access to the administration system is limited to known individuals via passwords. Only the above authorised personnel have access to children's and parents' data apart from authorised personnel from Social Services and Education Social Welfare departments.

Please note the Data Protection Act allows disclosure of personal information to other bodies such as the Local Education Authority, Connexions etc. Care should be taken when disclosing personal information.

The school is registered under the current GDPR Act.

Server backups is now using the secure Azure backup service provided by Derbyshire County Council which is encrypted in transit and at rest, these are checked daily by the IT Support Service.

SAP is hosted and backed up directly by Derbyshire County Council.

Antivirus software is installed on all computers in the school and is regularly updated from the internet. All staff are aware of the importance of allowing the updates to proceed. If a virus is identified by a computer then this is reported immediately to the Derbyshire County Council IT Support Team who will attend the school to resolve any issues arising. The infected computer should not be used until the virus has been removed.

Teaching staff ensure that pupils save their work to the network and not to local drives, they also have access to Microsoft Office365 for Education and Google G-Suite for Education.

The Admin Computer & headteacher's laptop and the Server are covered by a maintenance contract with Derbyshire County Council. Therefore server operating systems and drivers will be reinstated by them and all software and hardware will be replaced and re-loaded in the event of failure, theft, etc.

Regular Windows Updates are carried out for the server and each computer on the network. All information on the server is backed up daily and stored on the Cloud.

All staff are aware of the Pupil E-Safety Policy and Acceptable Use Agreement and Staff Acceptable Use of IT Policy.

For Insurance Purposes all computers, printers, equipment etc. are listed on the School Inventory and separately on the ICT Audit Inventory with serial numbers and other relevant information.

Software licences are listed and maintained a hard copy is kept in a secure location.

The School Admin Officer, the ICT coordinator together with the Headteacher are responsible for carrying out the disaster recovery plan. A copy of this plan is kept in a in a secure location and is published on the school website.

In the event of a disaster staff, pupils and support services are kept informed of the situation.

The disaster recovery plan is tested and updated on a regular basis. Data Integrity of backups are tested through file recovery through Azure Backup twice per half term.

Staff are aware of the existence of the Disaster Recovery Plan.

In the Event of a major disaster: An outline recovery plan will need to be prepared and actions prioritised. An event log will be started and maintained and all key events will be recorded. Any follow up action will also be recorded. The disaster recovery plan should be reviewed as a result of this log. The IT disaster recovery will be invoked by contacting the IT Support Service at Derbyshire County Council.