

# **TOWN OF VULCAN**

## Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>A-21</b>			<b>Information Technology Data</b>
Approval	D/M/Y	Resolution #	
<b>Adopted</b>	<b>26/11/2007</b>	<b>07.413</b>	
<b>Amended</b>	<b>27/03/17</b>	<b>17.116</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for securing the electronic data collected and stored by the Town.**

#### **1. Policy**

- 1.1** The computing and processing of administrative and financial information is a critical and integral part of the Town's overall operation. The information needs to be saved in a secure manner.
- 1.2** The Town runs seven (7) servers, for Great Plains Diamond programs and for Data. Each staff member has a folder on the Data server for their documents. Each staff member understands that if information is saved to their C drive, it is not backed up nightly.
- 1.3** In order to insure proper safeguard of the Town's IT information the following steps are to be taken:
  - (a)** A nightly tape backup is run on the servers. There is a tape for each day of the working week Monday to Friday, including a Thursday 1, Thursday 2, Thursday 3, Thursday 4 and Thursday 5. A complete weekly backup is saved from week to week.
  - (b)** The backup is programmed to start at 9:00 pm each night. The server emails the Finance computer and the Front Desk Clerk computer advising of a successful or not successful backup. The Finance computer and the Front Desk Clerk computer also have a "Backup" shortcut on their desktop that is checked each morning for the date and time of the last backup.
  - (c)** Trinus Technologies is on contract to perform server checks twice each month. They will advise of attempted security breaches, program updates and verify all logs. They will email a report after each check.
  - (d)** The nightly backup tapes are stored in the vault.
- 1.4** Trinus Technologies will provide a monthly copy of a Server Maintenance Report via email to the Town.

**- END OF POLICY-**