Molemole Municipality

Kopano ke maatla, go aga setshaba se kaone

IT Data Backup

Policy

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1. PURPOSE AND INTENTION OF THE POLICY

1.1 The purpose of this policy is to protect municipal electronic data and records in case of accidental loss;

1.2 To provide schedules for backing up municipal data for safekeeping;

1.3 To ensure lost data due to forces beyond human control is restored in a reliable and up to date format;

1.4 To provide guidelines for safeguarding and disposing of backup media;

1.5 To protect municipal electronic data so that it can be recovered in the event of an equipment failure or intentional destruction of data;

1.6 To regulate the backup frequencies for municipal electronic data;

1.7 To comply with applicable legislation with regard to storing and archiving of municipal electronic records and information

2. DEFINITIONS OF CONCEPTS

2.1 **Backup** - The saving of files onto magnetic tape or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

2.2 **Archive** - The saving of old or unused files onto magnetic tape or other offline mass storage media for the purpose of releasing on-line storage space.

2.3 **Restore** - The process of bringing off line storage data back from the offline media and putting it on an online storage system such as a file server.

2.4 **Data Replication Site** – is an offsite data storage used for Disaster Recovery and Backup purposes

3. LEGISLATIVE AUTHORITY

3.1 The Constitution of the republic of South Africa, 1996 (Act 108 of 1996) prescribes certain values and principles that should be followed by public officials. Section 195 of the Act obligates public officials to utilize public resources in an effective, efficient and economic manner. It goes without saying that data and information generated from municipal operations is an important resource that can be used to provide municipal services to communities.

3.2 The National Archives Act,1996 (act 43 of 1996) provides guidelines on the storage, archiving and disposing of records and information of an institution.

4. SCOPE

4.1 The backup policy applies to all data generated by municipal officials in pursuit of their official duties.

4.2 The policy applies to all data generated from all the servers of the municipality which include, but not limited to:

    4.2.1   File servers;

    4.2.2   The mail servers;

    4.2.3   Financial Servers

    4.2.4   Domain Controller Servers.

4.3 This policy defines the backup policy for computers (PCs and Laptops) of the municipality which are expected to have their data backed up from time to time.

5. RESPONSIBILTY

5.1 The Corporate Services Department (through the Manager IT) is the implementing authority of this policy and its subsequent annual review;

5.2 Council must approve the reviewed policy after it will become the official policy of the municipality;

5.3 Council appointed officials and Contractors must follow the prescripts of this and other related policies to ensure its successful implementation

6. FREQUENCY OF DATA BACKUP

6.1 Backup schedules should be done as follows:

a) Incremental backups must be performed every evening after working hours on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays of every week to the Data replication site.

b) Should it not be possible to do backups on any of the stipulated days due to maintenance reasons or other unforeseen circumstances the backups should be performed in the next morning before normal knock-on time;

c) If it is not possible to do a backup on a Friday due to maintenance or unforeseen circumstances the backups should be done on the following Monday before users can start to work on their computers;

d) Weekly backups should be done on Mondays for all the information generated during the previous week.

e) Monthly backups should be carried out on the first Monday of the next month for the information generated during the previous month.

f) Yearly backups should be carried on the first week of January of the following year for all information generated during the past year.

6.2 The backup will be done by the IT Officer who will be monitored by the Manager IT.

7. REPLICATION OFFSITE BACKUP

7.1 Data shall be replicated to the offsite location on daily basis.

8. DATA TO BE BACKED UP

8.1 Data to be backed up include the following (but not limited to):

    8.1.1   User data stored on the hard drive;

    8.1.2   System state data;

    8.1.3   Financial database

    8.1.4   Payroll database

8.2 Systems to be backed up include but are not limited to:

    8.2.1   File server;

    8.2.2   Mail server;

    8.2.3   Production database server;

    8.2.4   Domain controllers;

    8.2.5   Test database server;

    8.2.6   Test web server

9. ARCHIVING

9.1 Archives are made at the end of every year in December.

9.2 User account data associated with the file and mail servers are archived one month after they have left the municipality.

10.   RESTORING OF BACKUP DATA

10.1   Users that need files to be restored must submit a request to IT Office.

10.2   The following information must be filled in the request form:

    10.2.1 File creation date

    10.2.2 The name of the file

10.2.3 The last time it was changed

10.2.4 The date and time it was deleted or destroyed.

10.2.5 Any possible reason for loss of data

10.3   It is the duty of municipal officials to ensure they are connected to the main network server while at work in order to ensure an updated data is recorded in the file servers. Officials must take all reasonable steps to safeguard the data and media they are using to avoid frequent requests for data restore.

10.4   The responsible official for restoring of data is the IT Officer under the direct supervision of Manager IT.

11.   APPROVAL OF THE POLICY (IT DATA BACKUP POLICY)

This policy shall be effective from the date of approval and shall be reviewed after three years from the date of approval or should the need arise.

Approved/ Disapproved

Signed By: _PAYA M·E_

Position: _Mayor_

Signature: _____

Date Signed: _31/05/2022_