IT DISASTER RECOVERY POLICY

Scope

This policy is an approved policy of the South Australian Little Athletics Association INC. Affiliated members of the association are required to adhere to this policy and are encouraged to adopt this at Centre level for the benefit of all members of the association.

Introduction

The South Australian Little Athletics Association recognises that our data, member and volunteer information is a major tool for all of our lines of business. As such, certain steps need to be taken to protect our investment and ensure maximum continuity of functions is ongoing in the event of a disaster. This plan provides an overview of the steps necessary to protect this important part of our business and safety of our backup systems, and our data.w

Our mission is to ensure, data integrity and availability, and business continuity.

There are many potential disruptive threats which can occur at any time and affect the normal business process. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Goals

Provide methods to recover from:

- Loss of data
- Loss of installation media
- Define steps needed to keep the system up to date
- Define steps needed to restore onsite media and information to previous state in the event of a disaster
- Provide preventative measures that will occur in the event of an emergency, to preserve the life of archived paper documentation.
- Summary Of Steps To Be Taken
- Where possible, practical and secure, use offsite storage (e.g. using 'cloud' based applications) to store and backup data, otherwise:
- Create a central back up system to be kept off site each working day.
- At a minimum, keep the preceding two working day's backups, offsite.
- Create a centralised set of backup copies of installation media for software titles owned.
- Maintain a second set of copies of installation media offsite.
- Create a centralised documentation for software titles owned and the licenses for these.
- Maintain a second set of copies of all documentation offsite and update it regularly.

Risk assessments must be performed quarterly by the Chief Executive Officer. This will determine whether or not the location where the archived paper documentation is stored is safe and suitable for the upcoming quarter.

Following the creation of this policy no further paper documents will be filed and stored in its original physical form.

All paperwork is to be scanned, filed and recorded appropriately.

Paper Documentation/Communication

All paper documents that are received by but not limited to; staff and volunteers in the office of a sensitive and confidential nature, that are addressed to the organisation must; be recorded in an incoming mail register. Scanned into the system, in a pdf format and filed on the server. Each document must have an appropriate and relevant pathway when filed.

If it is necessary that this information must remain in physical form. The paperwork is to be filed under lock and key at the discretion and supervision of the Chief Executive Officer.

All paper documentation of a confidential nature must be destroyed, removed via a paper security bin or shredded once scanned copies are created.

Authorisation

\<Signature of the Chief Executive Officer\>_____

\<Date of approval by the Board\>_____

For Further information on this document, please contact:

The South Australian Little Athletics Association INC.
Po Box 146 Torrensville Plaza, SA, 5031
Phone: (08) 8352 8133
Fax: (08) 8352 8155
Email: Office@salaa.org.au
Website: www.salaa.org.au