



## **COMPUTER DISASTER RECOVERY POLICY**

*Authorised access to SAP FINANCE/ORDERPOINT:* Headteacher, & Assistant Headteacher School Business Assistants

*Authorised access to RM INTEGRIS (PUPIL & STAFF DATABASE):* Headteacher, School Business Assistants, Teaching & Non-Teaching Staff.

*Authorised access to T2P Text messaging Database:* Headteacher, School Business Assistants.

*Authorised access to Parenthub online letters:* School business Assistants

*Authorised access to Charanga:* TA's

*Authorised access to Purple Mash:* All teaching staff and TA's, Business Assistants, Lisa Messenger – Lead IT

*Authorised access to Twinkl:* TA's

### **Security**

Access to the systems is limited to known individuals via passwords. Only the above authorised personnel with password access have access to children's, parents' and staff data. Access to SAP and Orderpoint is protected by two factor authentication. The Headteacher and Office PCs are set to default to screensaver mode after a short period of inactivity.

Please note that GDPR Act allows disclosure of personal information to other bodies such as the Local Education Authority, Education Social Worker, CSM Team, Social Services, NHS. Extreme care should be taken when disclosing personal information in line with the GDPR training that all staff attended.

The school is registered under the current Data Protection Act.

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. These inventories are maintained regularly by the Senior Business Assistant and IT Consultant. Software licences are listed and kept by IT Consultant.

All staff are aware of the Acceptable IT Use regulations.

The Headteacher and School Business Assistants have password access to the DCC School Secure Portal, School Admissions Module, S4S, DBSonline and DFE.

When staff leave the employment of Sale & Davys Primary School, the School Business Assistants shall remove any user accounts, school email and data held about the individual on the mainframe and the Headteacher will ensure that laptops etc are returned.

### **Disaster Recovery**

The SAP Finance, Orderpoint, Integris, Parenthub and T2P systems are web based and have real time access therefore there is no requirement for data backup.

The IT Consultancy provides a secure remote cloud backup system for the school server which is set to update daily. Thus in the event of the loss of data files or system failure for the Office and Headteacher PC and staff and pupil laptops we shall always have access to the latest data. The iPad apps may be re-loaded to any devices owned by the school using Apple Configurator.

All management hardware and software and the server system network are covered by a maintenance contract with Derbyshire County Council IT Services Division. All software and hardware is replaced and re-loaded in the event of failure, theft, etc.

**Policy approved.....at a Full Governors Meeting**

**Date of meeting:** 29<sup>th</sup> April 2021

**Minute Number:** 10.11

**Renewal Frequency:** 3 years



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### Disaster Recovery Action Plan

1. Contact IT Consultant if server affected to obtain backups of server.
2. Contact IT Services for loan equipment and re-installation of DCC supplied hardware and software.

### Our DCC Serviced IT equipment Registration Numbers are as follows:

Office PC PC installed March 2017 ID 303923  
Headteacher's PC 109583

### Telephone numbers in the event of failure, theft or other emergency:

Headteacher, School Business Assistants- Contact information is stored in the confidential Contact Details file held in the School Office.

IT Consultant –LEAD IT Services 01332 861956

IT Services Helpdesk - 01629 537777

School Admin IT Helpline - 01629 536789

School SAP Helpline – 01629 538088

Keyholders – Mrs S Briggs, Mrs H Fenlon, Mrs C Hetherington, Mrs R Brooks, Mrs D Holt.

Policy approved.....at a Full Governors Meeting

Date of meeting:29<sup>th</sup> April 2021

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### RECORD OF BI-ANNUAL COMPUTER SECURITY

<b>1<sup>st</sup> TEST – June</b>	<b>Comments</b>
Check that all computers and laptops have desktop password protected or sensitive data password protected. Check for unofficial software.	
Check user accounts on SAP, Orderpoint, Integris, T2P are of staff currently employed?	
Visual check of all staff laptops/serial numbers and encrypted memory sticks	
Check validity of contact details on page 2 of Disaster Recovery Plan Policy	
Review Risk Assessment	
<b>Signature:</b>	<b>Date:</b>

<b>2<sup>nd</sup> TEST – December</b>	<b>Comments</b>
Check that all computers and laptops have desktop password protected or sensitive data password protected. Check for unofficial software.	
Check user accounts on SAP, Orderpoint, Integris, T2P are of staff currently employed?	
Visual check of all staff laptops/serial numbers and encrypted memory sticks	
Check validity of contact details on page 2 of Disaster Recovery Plan Policy	
Review Risk Assessment	
<b>Signature:</b>	<b>Date:</b>

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