

## ICT Back-Up Policy

### 1. Preamble

This policy defines the backup policy for computers within the Mohokare Local Municipality which are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers. Servers expected to be backed up include the file server, the mail server, and the web server.

This policy has been developed considering the following prescripts and or acts:

- Promotion of Access to Information Act (Act no 43 of 1996);
- Electronic Communications and Transactions Act (Act no 25 of 2002);
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- The protection of Information Act (Act 84 of 1982)
- The National Archives of South Africa Act (Act 43 of 1996)
- The Municipal Finance Management Act (act 1 of 2002)
- Organizational policies and Procedures (Mohokare Municipality)

### 2. Purpose

This policy is designed to protect data in the Mohokare Local Municipality to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

### 3. Scope

This policy applies to all equipment and data owned and operated by the Mohokare Local Municipality.

### 4. Definitions

- 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.
- 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 room.
- 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

### 5. Timing

Full backups are performed nightly on Monday, Tuesday, Wednesday, Thursday, and Friday onto an external hard-drive. If for maintenance reasons, backups are not performed on Friday, they shall be done on Saturday or Sunday.

### 6. External Hard-Drive and DVD-Storage

<b>Initiated By:</b>	Management Representative		<b>Issue Date:</b>	7 October 2013
<b>Authorised By:</b>	Municipal Manager		<b>Revision No:</b>	00
<b>Issuing Office:</b>	Mohokare Local Municipality – Zastron		<b>Revision Date:</b>	7 October 2016
<b>Document No:</b>	Policies & Procedures Manual	<b>Controlled Copy</b>	<b>Version No: 0</b>	<b>Page 1 of 2</b>

There shall be a separate back-up folders for each backup day including Monday, Tuesday, Wednesday, and Thursday and Friday.

The backed-up data in the folder in the external hard-drive shall be incremented and stored as one weekly back on Friday

## 7. Responsibility

The IT Head shall perform regular backups.

## 8. Data Backed Up

Data to be backed up include the following information:

1. User data stored on the shared hard drive.
2. System state data

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

1. File server
2. Mail server
3. Domain controllers
4. Financial Systems database Data Folders

## 9. Archives

Archives are made at the end of every year in December. User account data associated with the file and mail servers are archived one month after they have left the Mohokare Local Municipality

## 10. Restoration

Users that need files restored must submit a request to the help desk. Include information about the file creation date, the name of the file, the last time it was changed, and the date and time it was deleted or destroyed.

## 11. Policy Review

This policy shall be reviewed annually.

<b>Initiated By:</b>	Management Representative		<b>Issue Date:</b>	7 October 2013
<b>Authorised By:</b>	Municipal Manager		<b>Revision No:</b>	00
<b>Issuing Office:</b>	Mohokare Local Municipality – Zastron		<b>Revision Date:</b>	7 October 2016
<b>Document No:</b>	Policies & Procedures Manual	<b>Controlled Copy</b>	<b>Version No: 0</b>	<b>Page 2 of 2</b>