

POLICY TITLE: COMPUTER DISASTER PLAN

Policy No. 503

POLICY PURPOSE

To ensure a "computer disaster plan" is in place to protect the intellectual property of the Council.

POLICY STATEMENT

The Council will ensure that the Computer installations are safeguarded through maintaining a Computer Disaster Plan which provides for:

1. Daily back-up of computer files;
2. Safe storage on and off site of computer media; and
3. Adequate insurance coverage of the computer systems