



Series: 1100 Technology, Data, Records, and Reporting

Policy Name: Data Backup and Disaster Recovery

Policy Number: 1109

Origination Date: 11/1/2013

Revision Date: July 1, 2018

Regulation:

Attachments:

Policy: Communities Connected for Kids will locally store electronic data necessary for daily business operations. The Information Technology Department shall maintain electronic data in such a way as to allow for its restoration and/or reconstruction.

Procedure:

1. The Director Information Technology or designee shall be responsible for the proper backing up of all critical data stored on Communities Connected for Kids Coast servers. Communities Connected for Kids has implemented a state of the art data backup system which ensures the protection of our critical data. TeraStations have been installed at each service center as well as corporate offices. These TeraStations are used to backup data from each server at their respective locations as well as redundant backup of the other service centers and corporate offices.
2. The Director Information Technology or designee shall test the backup software and hardware periodically for reliability.
3. The Director Information Technology or designee shall review annually the backup system and procedures and update and change as necessary.
4. The Director Information Technology or designee shall maintain a list of software installed with versions, and serial numbers to be used to reconstruct current data systems in the event of a disaster. This information is to be stored off-site.
5. The Director Information Technology or designee shall follow and be responsible for the following frequency of data backups.
6. In the event of an advanced public warning of an impending natural disaster, such as a hurricane, the Devereux Community Based Care of Okeechobee and the Treasure Coast Disaster Preparedness Plan will go into effect.



Approved: Carol Deloach

Carol A. Deloach, CEO

July 1, 2018