

**Hermitage Parish Council
Disaster Recovery Plan
Adopted May 2019**

- 1 For the purpose of this plan, a disaster is in the council's use of IT for communication and information storage and the possibility of this failing.
- 2 Failure could be through damage, accidental or malicious eg virus, theft of equipment, fire or flood, so it makes sense to have more than one copy of all electronic files and for these to be held in different places.
- 3 The council has a dedicated pc which is used solely by the clerk and only for pc business.
- 4 The council also has two external hard drives. The clerk and the chairman hold one each and so they are not co-located. Together, this gives three points at which data is held though two are in the same place ie clerks place of work.
- 5 At least monthly, the clerk backs up her council pc to the hard drive she holds and this is exchanged at the monthly council meeting with the one held by the chairman. This way if one were to go missing or be unusable for any reason, the other would be no more than one month out of date. It is reasonable to expect that councillors would be able to plug this gap with information each holds separately.
- 6 The council may like to consider further precautions such as using a cloud storage solution. Costs would be an absolute maximum of £10/month, probably considerably less or even free depending on how much storage is needed.
- 7 For data to be immediately usable from an external source ie not the pc, it is desirable that only appropriate information is stored, eg not every single email.
- 8 Burial ground information is held on a memory stick. The clerk must back this up to the council's pc whenever a change is made (and therefore to the hard drive and external storage if used).
- 9 All electronic equipment must be password protected, including the memory stick. A written note should be made of this and held in two places.
- 10 A written note of the serial number on all IT equipment must be held in two places.

Adopted by Hermitage Parish Council on 16th May 2019

Signed by Chairman