MATATIELE LOCAL MUNICIPALITY

M A T A T I E L E
LOCAL MUNICIPALITY

DATA BACKUP POLICY

NO 30 OF 2019/20
CR 683/30/05/2019

_____
DR. DCT NAKIN
MUNICIPAL MANAGER

_____
CLLR. MM MBEDLA
MAYOR

Authority	Date
HOD Approval	
MM Approval	
Council Approval	
Date of next Review	

Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

INDEX

1. **OBJECTIVE**

   The objective of the policy is to provide guidelines on the backup procedures to be adhered to regarding all data utilised by the municipality in the normal course ~~of business.~~

2. **BACKUP PROCESS**

   The following backup procedures shall be adhered to by users on the system:
   - daily backups shall be done by the Supervisor (Income) in respect of the Abakus system (system and data files); **Accountant (Revenue)**
   - daily backups shall be done by the Supervisor (Income) in respect of data files on the Windows server; - **daily backups shall be done by the ICT department in respect of data files on the Windows server**
   - weekly backups, in the form of alternate tapes and discs, shall be done by the Supervisor (Income) **Accountant (Revenue)**on the Sco Unix and Abakus system, and by the Secretary of the Chief Financial Officer on Windows XP;
   - monthly backups, in the form of alternate tapes and discs, shall be done
     * by the Supervisor Expenditure **Accountant (Expenditure))** in respect of stores, creditors and salaries;
     * by the Supervisor (Income) **Accountant (Revenue)**in respect of the billing system;
     * by the **Senior** Accountant (Budget and Treasury Office) in respect of the general ledger system;
     * by the Cypris clerk in respect of the Cypris system; and - **Remove**
     * by the Accountant (Income) **(Revenue)**in respect of the Cash Controller system.
   - a backup register shall be maintained by the Accountant (Expenditure);**Accountant (Revenue)**
   - The weekly and monthly backups referred to above shall be stored off site in the safe at the Cedarville municipal offices.
   - A back up of payday system to be done on a monthly basis.

3. INDIVIDUAL USERS

As only a percentage of the municipality's critical business information resides on its servers, backup procedures are required also in respect of information served on personal computers. Such backups will be saved on the Windows XP server by all individual users. Users must have access to a shared folder on the server with the appropriate security permissions on each folder that allows them to back up business critical data that may reside on their terminal, this shared folder should be part of the weekly backup.

It is particularly important that users of portable computers routinely make copies of key documents, either by copying them to the network when in the office, or to portable memory when away from the office. It is the laptop user's responsibility to ensure that this is done correctly.

4. MIRROR SERVERS

When the municipality is in the position to have linked servers on more than one site, a daily backup of the file server and email server will be done and stored off-site as a mirror backup to the adjacent server. In the case of data loss or fire it allows time to get the lost data back without it being overwritten and allows a quick restoration in the event of data loss.