

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 6.10</b>
Section:	Health and Safety	Issued:	Jan 1, 2009
Subject:	<b>INFORMATION SYSTEMS DATA BACK-UP</b>	Effective:	Jan 1, 2009
Issue to:	IS Manager and Department Managers	Page:	1 of 2
		Replaces:	New
Issued by:	Martin Moore	Dated:	

## **1 POLICY**

- 1.01 In order to ensure that the data resident on the operational systems is safeguarded appropriately, the Manager responsible for the Information Systems of **John Watson Ltd** shall ensure that the data on all operational systems are appropriately backed-up to mitigate the business risk of losing this data.

## **2 PURPOSE**

- 2.01 To ensure appropriate backup of data both on-site and off-site to ensure that in the event of a system malfunction, business interruption or disaster that the system data, applications and Operating Systems are readily available for recovery.

## **3 SCOPE**

- 3.01 This policy applies to the Manager(s) responsible for the Information Systems for **Watson Gloves Ltd.**, and all the data, application and the Operational Systems.

## **4 RESPONSIBILITY**

- 4.01 This policy applies to the Manager of the Information Systems for **Watson Gloves Ltd.**

## **5 DEFINITIONS**

“**Data**” includes any and all information relating to **Watson Gloves Ltd.** which populates the information systems applications.

“**Applications**” are the programs which are used to perform various functions for **Watson Gloves Ltd.**, including, but not limited to Accounting (SBT), Inventory (Teksys), and the entire Office Suite Applications.

“**Backup**” is the practice of copying files to a second medium (a disk or tape) as a precaution in case the first medium fails.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

SPP HR6.10 — Emergencies and Business Interruptions

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Issue to:	All Manual Holders	Page:	2 of 2
		Replaces:	New
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## **7 PROCEDURE**

- 7.01 On a daily basis there are two boxes on-site with Accounting and Payroll backed up. There is one server on which this information resides, and a secondary CPU under Shane's desk.
- 7.02 There is an off-site rotation with a 10-day cycle, with a dual-drive backup.
- 7.03 There are two other individuals, in addition to the Information Systems Manager who are able to bring the system up from backup media.
- 7.04 The maximum down-time to recovery is approximately two hours.

## **8 APPENDICES**

None