

## ITASS Data Security Guidance

### Backing Up Data on the Curriculum Server

#### What is a back up?

A back up is a copy of your schools data held on the admin and curriculum server. The school is responsible for backing up electronic data to ensure the school remains electronically operational and has access to stored information on its system. Good practice ensures prevention of data loss.

The backup runs automatically at 11.59pm from Monday to Friday. Remember that if a tape isn't removed from the drive, the backup schedule will overwrite the data from the previous backup.

#### Why do we need to back up?

In the event of hard disk failure all the system files, user accounts, work, shared resources and operating system will be restored from backup. If no backups are available due to the above procedures not being carried out or loss of tapes the network will be re-commissioned from scratch at cost to the school.

#### What do we need to do?

- The school is responsible for ensuring a daily backup is taken. For further information, see the "ITASS Recommended Tape Rotation System" below
- The school should designate a member of staff to change the tapes and check the backup log daily. There should be a second member of staff trained to do this in case of absence. See "How to Check the Backup" below for instructions.
- The school should label the tapes appropriately. It is advisable for the school to label the tape itself and not the cover or case.

#### What happens if data is lost?

In the event of data loss the SBT or an ITASS technician will restore the lost files from back up tapes provided or from the remote back up server if the server uses the Remote Safe system.

#### Where do I keep back ups?

Backup tapes should be kept in a secure, fireproof location.

#### How do I check the back up?

The School based Technician (SBT) is responsible for periodically checking the validity of the data by performing a test restore of random files from the tapes. School based Technicians will also clean the tape drive at least once a month. Where schools do not use the SBT service, an appropriate staff member should carry this out.

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### What about new servers?

All new servers will be supplied with on line backup thus negating the need for backup tapes. The backup will run seamlessly and RM will be responsible for the data backup. ITASS will be responsible for restoring the data.

To enquire further about online backup please call ITASS.

### ITASS Recommended Tape Rotation System

- 5 tapes for Week1 - Monday to Friday
- 5 tapes for Week 2 - Monday to Friday

In addition the following tapes should be used:

- 1 Tape - End of half term backup
- 1 Tape - End of term backup
- 2 Tapes - Spare for rotation

### How to Check the Backup

The SBT will put a shortcut to the backup log on the desktop of the server. The server will store a maximum of ten log files before overwriting them. Each file can be identified by their size and date/time. Scroll to the bottom of the log file to read whether it's been successful.

If the backups have been unsuccessful, the school should report it immediately to the SBT or ITASS.