

## BELPER TOWN COUNCIL

### IT DISASTER RECOVERY POLICY

- 1.1 Belper Town Council acknowledges that without its IT systems the Council would not be able to properly function. It therefore has adopted this Policy in case of scenario, including fire or flooding of the Council's Officers that will render the Council's IT equipment and Systems unusable.
- 1.2 On a weekly basis, the Councils IT system is backed up to a Hard Drive, This disc is changed weekly and kept off site. In the event of a disaster the last back up disc will be used.
- 1.3 The Council has a Contract with GCI. CGI provide the Council with IT support. GCI will ensure, that should the Council encounter a disaster scenario, that all the Council's systems are available from a different location in 3 Working Days.
- 1.4 This Policy will be reviewed annually.