



## **Server and Data Backup Policy**

M J Church like any other business require the continual use of its computer system to undertake its daily business operations. System failures, no matter how caused, can affect the integrity of the data. Software systems and their associated data require to be backed up in case of emergency.

### **Scope of this Policy**

This policy applies to all M J Church sites, networks, servers, applications and databases.

This policy sets out the requirements for all applications and data to be backed up regularly and these backups to be stored securely and effectively so that, in the event of a disaster or application software failure, the IT system can be restored.

### **Responsibilities**

The IT department will be responsible for restoring systems and data as required. This may involve the help of outside support engineers, particularly with respect to application systems on M J Church servers.

### **Statement of Policy**

It is the policy of M J Church that regular system and data backups are taken and stored securely.

M J Church has a legal obligation to the Data Protection Act (1998) to maintain the integrity of the data it holds.

### **Policy Details**

M J Church has many servers located across its network both virtual and physical. Due to M J Church operating over three main sites it is able to maintain the requirement of offsite backups by utilizing backup devices on another site. The backup devices therefore remain securely locked away and remove the necessity of access to server rooms to change backup devices over. Backups should be performed at least:

- daily for all servers;
- daily for all applications;
- twice daily for all application databases

M J Church has fibre lease lines installed at all three of its main sites:

- Star Farm (SN14 8LH) - 100Mb
- Greens (SN14 6RL) – 30Mb
- Saltersford (SN14 0RN) – 40Mb

Servers are situated at all three sites with the main servers situated at Star Farm.

On site backups are also held to facilitate the quick restoration of data should it be required.

### **Backup Types:**

There are currently three types of backups made:

- Server backups
- Replication backups
- SQL database backups

Currently server backups are made daily.

Currently replication backups of the main virtual servers at Star Farm are made to an equivalent host server situated at Saltersford every hour.

Currently SQL backups of the main M J Church applications are made three times a day

In the event of a major disaster at Star Farm the replicated host, being a mirror copy of its equivalent at Star Farm, can be fired up. Following DNS changes normal service will be restored to the clients.

Backup ADSL and FTTC lines exist at all three main sites. Star Farm also has an additional ADSL line installed to a building away from the main server room to provide a limited access to the internet should there be a fire in the main server room. A small domain server at the same location will provide AD, DHCP and DNS services to the users at Star Farm should such an emergency occur.

For & on behalf of MJ Church



Steve Blower

Managing Director

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