



HALLAM FIELDS JUNIOR SCHOOL

COMPUTER DISASTER RECOVERY AND SECURITY PLAN

Authorised access to FINANCE (SAP) and MANAGEMENT INFORMATION SYSTEM (RM INTEGRIS)

Headteacher :	D BROWN
School Business Manager:	S ASHBY
Assistant Head:	S SIBLEY & S CARR – Finance
Administrator:	A BATTY

Access to the system is limited to known individuals via passwords. Only the above authorised personnel have access to children's' and parents' data apart from authorised personnel Social Services and Education Social Welfare departments.

Please note the Data Protection Act allows disclosure of personal information to other bodies such as the Local Education Authority, DfE etc. Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act and the Governors and Staff will ensure all data is processed in line with the GDPR Regulations, May 2018.

All data for management purposes, eg. SAP Finance and RM INTEGRIS (MIS) is done remotely via the Local Authority.

The ICT Co-ordinator (Mr Brown) ensures the regular backup of students work via the server on a frequent basis to enable recovery in the event of the loss of data files or system failure. All software and hardware is replaced and re-located in the event of failure, theft, etc.

All computers, printers, equipment etc. are listed on the School Inventory with other relevant information. The School Business Manager maintains these inventories regularly. Software licenses are listed and kept by the ICT Co-ordinator.

Antivirus software is installed on the administration computers, all laptops and the server.

All staff are aware of the Internet Use and E-mail regulations.

Derbyshire Net for Learning – the School Business Manager is the 'Administrator'. All staff have passwords for appropriate levels of access.

Action Plan in the event of failure, theft or other emergency

In the event of any of the above situations, processes are in place to ensure the server is the initial system to be re-established. Contact will be made with IT Services - 01629 537777 to gain assistance in getting this system operating effectively.

Once the server is fully operational the next priority will be to re-establish the Finance and Management Information systems. These will be accessible once the server is operational but assistance may be required from School Support Helpline – 01629 536789 to ensure these systems are functioning correctly.