

POLICY NAME: Safeguarding of Computer Files

1. Purpose

- 1.1. This policy describes the necessary safeguarding of computer files associated with Deer Lake United Church.

2. Scope

- 2.1. This policy applies to anyone who has access to DLUC computer files, whether stored on a DLUC computer, other computer or removable storage device.

3. Policy Statement

- 3.1. All DLUC computer files shall be backed up to a removable storage device at least weekly or within seven (7) calendar days of last update. A sample of backed up computer files must be checked after each backup to ensure they are usable.
- 3.2. The removable storage device must be kept in a secured location not immediately adjacent to the computer from which the computer files were backed-up. This will reduce the probability of theft of both the computer and the backed up computer files. It will also reduce the probability of damage to both the computer and the backed up computer files in the case of a localized fire or other catastrophe.
- 3.3. Backed up computer files shall be stored off-site at least monthly. This will reduce the probability of loss or damage of both the computer and the backed up computer files if a major fire or other catastrophe should occur.
- 3.4. The computer upon which DLUC computer files are stored must be password-protected and physically secured against theft. It must also be locked (logged off or powered down) when left unattended.

4. Definitions

- 4.1. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.
- 4.2. **Computer file:** A digital file used to store information. A computer file is created and modified using a computer program (EG: Excel, Outlook, PowerPoint, Windows Media Player, Word).
- 4.3. **DLUC:** Deer Lake United Church
- 4.4. **DLUC computer file:** A computer file containing information pertaining to DLUC affairs.
- 4.5. **Removable storage device:** Any medium or device capable of storing data that can be removed from a computer without disassembling it. (EG: diskette, CD, DVD, DAT tape, external hard drive, USB key)

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

POLICY NAME: Safeguarding of Computer Files

5. Responsibility / Owner

5.1. The DLUC Board Executive is responsible for ensuring that this policy is kept up-to-date and adhered to.

6. Legislative Context / External References

6.1. *Archives & Recordkeeping – A How-to Guide for Congregations and Conferences 2005 - Electronic Records.* http://www.united-church.ca/archives/resources/archives_toolkit.pdf

7. Associated Documents / Internal References

7.1. Policy GEN004 Use of Church Computers

Warning – Uncontrolled when printed! The current version of this document is kept on the DLUC office PC.

Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Board Chairperson

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2006-06-20]

Date the current version was approved

File name: Policy ADM002 Safeguarding of Computer Files 2006-06-20.doc

Original Issue: [2006/04/19]

Date of the original authorisation and issue of the policy

Current Version: [2006/04/25]

Date of the most recent amendment to the policy