



## Bennerley Fields School

### Disaster Recovery Plan (Data)

Version	Date	Minute Number
1 - Date Approved	27.02.2013	723
1.1	27.01.2015	20.2.5
2	14.03.2016	8.3
2.1	07.11.2016	10.4
2.1	11.12.2017	19.8
Review Requirement : 1 Year		



## Bennerley Fields Specialist Speech and Language College

### DISASTER RECOVERY PLAN (Data)

September 2016

#### Authorised access to finance (SAP):

- Headteacher Ann Harrison
- Deputy Headteacher **Alistair Crawford**
- School Business Manager Abigail Evans
- School Business Assistant Barbara Joss
- School Business Assistant Ruth Fowler

#### Administration access to Integris:

- Headteacher Ann Harrison
- School Business Manager Abigail Evans
- School Business Assistant Barbara Joss
- School Business Assistant Ruth Fowler

#### General access to Integris:

- All contracted school staff, via authorised logins and passwords

Only authorised personnel in school have access to children's and parents' data apart from authorised personnel from 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, etc Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act.

All data for management purposes, eg Integris is backed up automatically twice daily. Once a week a copy of the whole back up is taken off site and stored securely by the IT Technician (LinkIT).

All management hardware and software on the administration computers is covered by a maintenance contract with Derbyshire County Council IT Services Division. All software and hardware is replaced and re-loaded in the event of failure, theft, etc.

All computers, printers, equipment etc. are listed on the School Inventory and separately on the ICT Audit Inventory with serial numbers and other relevant information. These inventories are maintained regularly by the School Business Manager. Software licences are listed and kept by the School Business Manager and the ICT Curriculum Co-ordinator.

Anti-virus software (Sophos UTM Software Appliance) is installed on all relevant IT hardware across school through our WaveConnect broadband and filtering services provided by Wave9.

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

#### **Learning in Derbyshire:**

The Headteacher and School Business Manager are the school's extranet secure area nominated users.

Telephone numbers in the event of failure, theft or other emergency:

- DCC Corporate Helpline: 01629 537777
- School Admin IT Helpline: 01629 536789
- Wave9 Office: 01785 472200
- LinkIT contact telephone: 0845 257 5655