

KING CEASOR UNIVERSITY



DISASTER RECOVERY POLICY

1. PURPOSE

The University shall establish a disaster recovery (DR) planning capability which will:

- i. Develop and maintain coordinated plans, procedures and technical measures that enable essential systems to be recovered following a disaster.
- ii. Provide assurance that these plans, procedures and measures are effective.

2. APPLICATION

All Staff

3. DEFINITIONS

Disaster

An event affecting KCU's ICT infrastructure, facilities or personnel, which overwhelms management's capability to cope using normal methods.

Disaster Recovery (DR) Plans

Composite document comprising the Disaster Recovery Master Plan and all the requisite System/Department DR Plans and procedures.

Full Resumption

The staged return to normal (pre-disruption) or improved capability and performance.

Recovery

The process of restoring specified levels of ICT service.

4. POLICY

STATEMENT Framework

4.1 Standards

The University shall develop Standards for DR Planning based on generally accepted good practice.

4.2 Continual improvement

The University shall establish a DR Working Party to implement continual improvement of the DR planning capacity, the DR Plans and Standards. The DR Plans shall be peer-reviewed every two years and following any significant change to the architecture. The DR Plans shall be regularly audited for compliance with the Standards.

4.3 Disaster preparedness

Recovery capabilities and plans shall be tested every two years in accordance with the Standards. The University shall identify capability and capacity measures designed to mitigate the consequences of a disaster. The University shall acquire and maintain resources necessary to ensure viability of the DR procedures.

4.4 Reporting and review

Compliance of the DR Plans with the Standards shall be reported through the Director, DICTS reports on the ICT Enabling Plan. The Director, DICTS shall ensure that this Policy is regularly reviewed.

5. OBJECTIVES

To recover KCU's information and communication technology (ICT) services in the event of a disaster to a level sufficient for continued operation of the University's critical business processes.