
MATATIELE LOCAL MUNICIPALITY

DISASTER RECOVERY POLICY



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1. OBJECTIVE

The objective of the policy is to provide guidance on the prevention and recovery of any disaster relating to the Information Technology system.

2. PREVENTION

Measures to be taken to prevent a disaster and facilitate the implementation of the Disaster Recovery plan are as follows:

2.1. Physical security

The systems file servers must be in a secure, fireproof environment.

2.2. Off Site Backup

The Backup Policy prescribes daily, weekly and monthly backups of the file servers to be performed and stored off-site. On-site backup tapes should be stored in a secure, fireproof environment. A mirror backup to an adjacent server would also allow a quick restoration in the event of data loss.

2.3. File Server Redundant Power Supply

It is recommended that a redundant (additional) power supply be installed in the file server. In the circumstance of the main power supply failing, the redundant power supply will pick up the load, stopping the server from going down, and the failed power supply can be replaced without loss of time or data.

2.4. File Server Hard Drive Configuration

All servers hard drive configuration should be set up in a raid 5 format, meaning a fourth hard drive is configured into the server, which creates file parity, for the recreation of information/data held across all hard drives. This allows for a single hard disk to fail, and be replaced, without the server suffering from down time or data loss.

2.5. Access Security

Network security must be strictly adhered to in terms of the Network Security Policy.

3. DISASTER RECOVERY PLAN

A Disaster Recovery Plan will be updated regularly to align to the IT system architecture and configuration. Responsibilities for the implementation thereof should be clearly assigned.