



The Village Federation of Carsington & Hopton and Kirk Ireton Primary Schools



COMPUTER DISASTER RECOVERY AND SECURITY PLAN

Authorised access to FINANCE (SAP) AND RM INTEGRIS:

Headteacher: Mr Peter Johnston
Senior Teacher: Mrs Aimée Tinkler (Carsington), Mrs Eleanor Smith (Kirk Ireton)
School Administrator: Ms Vicki Mather (Carsington), Mrs Beverley Caldicott (Kirk Ireton)

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 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, Connexions etc. Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act.

All data for management purposes is backed up regularly as all systems are now online.

The ICT Co-ordinator ensures the regular backup of students work on a regular basis to enable recovery in the event of the loss of data files or system failure. Hard copy of students work for examination purposes is kept.

Restoration of ICT systems priority order

- 1) Telephones
- 2) Server and Hub
- 3) Admin computer and / or Headteacher laptop
- 4) Photocopier and / or printer
- 5) Curriculum computers
- 6) Teacher laptops

All computers, printers, equipment etc. are listed on the Schools' Inventories with serial numbers and other relevant information. These inventories are maintained regularly by the Clerk. Software licences are listed and kept by the headteacher.

Antivirus software is installed on the administration computers.

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

Derbyshire Net for Learning – The Clerk is the School Administrator. Staff have passwords for appropriate levels of access.

Telephone numbers in the event of failure, theft or other emergency:
Corporate Helpline 01629 537777/School Admin IT Helpline ext 01629 536789