BREDGAR PARISH COUNCIL (BPC)

BPC Computer Backup Procedure

This Procedure was reviewed by the Full Council at its meeting held on 12th February 2020.

1) **Scope**
   This work instruction is intended for staff and councillors of Bredgar Parish Council.

2) **Objective**
   To ensure compliance with the General Data Protection Regulations BPC requires all staff and councillors to regularly backup council data on BPC or their own computer equipment.

3) **Procedure**
   a) **Assumptions**
      It is assumed that a VeraCrypt encrypted container (folder) named 'BPC' or similar holds all council data to be backed up.

   b) **Backup Types**

      Simple Backup – taking a copy of the VeraCrypt encrypted container onto a separate device.

      Full Backup – creating a new VeraCrypt encrypted container, copying all council data into the new container and moving the new container onto a separate device.

   c) **Backup Devices**
      Backups of council data should be held on separate storage equipment or devices. This may typically be a USB Hard drive or memory stick.

      At least two backup devices should be used in rotation for each backup type.

   d) **Backup Storage**
      Backup devices should be stored separately from the BPC or councillors computers.

   e) **Backup Frequency**

      It is recommended that:

      Simple Backups should be performed quarterly.

      Full Backups should be performed annually.

A log of backup dates and storage locations should be maintained.

4) Backup Security for Disaster Recovery

    a) Backup Locations
BPC computer equipment backup devices should be held in several locations. For example, if the Clerk holds the BPC Laptop, the Chair or another councillor should hold a recent backup device in a physically secure location.

    b) Encryption Passwords
To ensure that legitimate access to council data within encrypted containers can be maintained, encryption passwords should be held within two sealed envelopes. These envelope to be held in case of emergency by members of the council.