


DATA BACKUP AND STORAGE POLICY		
<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-PO-04, Rev1	<u>Originated by:</u> IT Manager
<u>Revision Date:</u> 07.06. 2013	<u>Page No:</u> Page 1 of 4	<u>Authorized by:</u> Managing Director


DATA BACKUP AND STORAGE POLICY

APPLICABILITY

THIS MANUAL IS A COPY OF DATA AND STORAGE POLICY AS UTILISED BY THE SWAZILAND ELECTRICITY COMPANY. IT IS INTENDED FOR THE PURPOSE OF UTILISATION AND APPLICATION BY CURRENT ACTIVE SWAZILAND ELECTRICITY COMPANY PERSONNEL.

THIS DOCUMENT IS THE PROPERTY OF SWAZILAND ELECTRICITY COMPANY AND IS ISSUED TO THOSE EMPLOYEES REQUIRING IT IN THE EXECUTION OF THEIR DUTIES. ANY OTHER PERSON WHO FINDS THIS DOCUMENT MUST PLEASE SUBMIT IT TO THE SWAZILAND ELECTRICITY COMPANY FOR TRANSMISSION TO:

THE GENERAL MANAGER - FINANCE
SWAZILAND ELECTRICITY COMPANY
PO BOX 258,
MBABANE,
SWAZILAND

DATA BACKUP AND STORAGE POLICY		 Swaziland Electricity Company
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1. Introduction

Electronic backups are a business requirement to enable the recovery of data and applications in the case of events such as natural disasters, system disk drive failures, espionage, data entry errors, or system operations errors. The purpose of the Swaziland Electricity Company (SEC) Data Backup and Storage Policy is to establish the rules for the backup and storage of (SEC) electronic information.

2. Coverage

The Swaziland Electricity Company (SEC) Data Backup and Storage Policy applies to all individuals within the Swaziland Electricity Company (SEC) enterprise who are responsible for the installation and support of Information Resources, individuals charged with Information Resources Security; and data owners.


3. Definitions

General Terminology:

- Information Resources
- Backup
- Offsite Storage
- Vendor


4. Services

Information Services may have existing contracts for offsite backup data storage. These services can be extended to all Swaziland Electricity Company (SEC) entities upon request.

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5. Policy

- a. The frequency and extent of backups must be in accordance with the importance of the information and the acceptable risk as determined by the data owner.
- b. The Swaziland Electricity Company (SEC) Information Resources backup and recovery process for each system must be documented and periodically reviewed.
- c. Any vendor(s) providing offsite backup storage for Swaziland Electricity Company (SEC) must be cleared to handle the highest level of information stored.
- d. Physical access controls implemented at offsite backup storage locations must meet or exceed the physical access controls of the source systems. Additionally backup media must be protected in accordance with the highest Swaziland Electricity Company (SEC) sensitivity level of information stored in a safe area.
- e. A process must be implemented to verify the success of the Swaziland Electricity Company (SEC) electronic information backup.
- f. Backups must be periodically tested to ensure that they are recoverable.
- g. Signature cards held by the offsite backup storage vendor(s) for access to Swaziland Electricity Company (SEC) backup media must be reviewed annually or when an authorized individual leaves Swaziland Electricity Company (SEC).
- h. Procedures between Swaziland Electricity Company (SEC) and the offsite backup storage vendor(s) must be reviewed at least annually.
- i. Backup tapes must have at a minimum the following identifying criteria that can be readily identified by labels and/or a bar-coding system:
 - System name
 - Creation Date

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- Sensitivity Classification [Based on applicable electronic record retention regulations.
- Swaziland Electricity Company (SEC) Contact Information

6. Enforcement

Violation of this policy may result in disciplinary action in accordance with the collective agreement for employees, performance penalties, contract invalidation, civil action, and criminal prosecution. Additionally, violators may lose access privileges to Swaziland Electricity Company (SEC) Information Resources.

7. Supporting Documentation

Security Policy is supported by the following policy and laws:

- Q-C-ER-A-02 Recognition Agreement SESMAWU
- Q-C-ER-A-01 Recognition Agreement NESMASA

8. Policy Support Contact

- IT Manager
- General Manager Finance

9. Amendment

This policy may be amended from time to time at the company's sole discretion, as and when it becomes necessary.