**Software Development**

Data & File Management Plan

for

<Project>

<Your Name>

# Introduction

## Document Purpose

This document describes the files used and data transmitted by the application, detailing the controls that make it secure and ensure reliability.

## Application Summary

*<Provide a brief summary of your application here. What does it do? Who is it intended for? What environment does it operate in (i.e. operating system, network environment etc)>*

# File Summary - <filename>

*<Describe the purpose of the data file used by the application>*

## Organisation/Structure

*<Define the structure of your file, including naming, record layout (CSV, XML etc), fields, data types, sizes etc>*

## Storage

*<Where is the file stored? Eg, on a file server, SAN, does it use RAID>*

## Backup Plan

*<Describe the backup plan and why it has been chosen. Eg. Method, how frequently, impact of losing data>*

## Archiving and Disposal – Legislative and Other Requirements

*<How often will data be archived? Will any special steps be required in disposing of unneeded data? Is their legislation that applies to this data?>*

## File Encryption

*<Is the file encrypted? Why? What technique is used?>*

# Application Security

## Authentication

*<Is there any authentication of users? What mechanism is used? (Eg Username/password)>*

## User Accounts & Privileges

*<What User Accounts are provided? Do they have different privileges?>*

# Data Transmission

## Description

*<Is there any data transmitted in/out of the system? Is so, how is it transmitted?>*

## Security

*<Is there any security on this transmitted data?>*

# Malware Protection

*<What steps are in place to protect against Malware? Are there any specific threats or vulnerabilities >*