

623

Policy Document Computer Disaster

September 2016

1. 623 does not currently make use of computer systems connected to the internet for records other than billing records, for which a commercial system are used. Transfer from the 623 computer to the accountant's web-connected machine is by flash disc.
2. The commercial system for accounts is supplied with a cloud based back up facility. – *this has real privacy issues for the child contact details.*
3. Paper copies of all policy documents and child contact details are preserved in a locked filing cabinet.
4. Incidents and allegations are only recorded in paper form.
5. Routine back-ups of the material on the 623 lap top are made onto flash disc at least once per month. The flash discs are stored in the locked filing cabinet when not in use for transferring data to the accountant's machine.