

Sacramento Suburban Water District

Information Technology/Disaster Recovery Policy

Adopted: April 21, 2008
Approved with Changes on: May 21, 2018

100.00 Purpose of the Policy

The purpose of this policy is to establish and ensure appropriate guidance for usage, responsibilities, security, and protection of District electronic facilities e.g., computers, laptops, servers, telephones, voice mail, fax machines, software, cell phones, smart phones, internet, email, tablets, printers, and copiers.

Resource constraints dictate that the District will facilitate its support of District electronic facilities through such means as the following:

1. Maximizing system uniformity with standard configurations.
2. Sustaining the District electronic facilities program by periodically upgrading and replacing District electronic facilities on a regular cycle.
3. Ensuring that District electronic facilities and their support resources are allocated to meet the needs of the District's Strategic Plan.

100.10 District Property

All District electronic facilities are the sole property of the District. All messages sent and received, including any personal messages, and all data and information stored on District electronic facilities are the District's property regardless of content.

All software acquired for or on behalf of the District or developed by District employees or contract personnel on behalf of the District is and shall be deemed District property.

100.20 Authorized Usage

Only authorized District staff or contract personnel, pre-approved by the General Manager or the Information Technology Manager (IT Manager), are to use District electronic facilities. All electronic communications using District electronic facilities are to be used solely for District-related business purposes and not for personal use.

100.30 Unauthorized Usage

Unless pre-approved by the IT Manager or the General Manager personal software and equipment connected to the District electronic facilities is not authorized, including, but not limited to:

1. A piece of software purchased for one's home computer
2. A downloaded title from the internet
3. Any proprietary title not licensed to the District

(See "PL - IT 005 Electronic Mail, Internet and Computer Use Policy")

100.40 Technology Procurement

All District hardware and software purchased shall be coordinated with the IT Department to ensure that all applications conform to District standards and are purchased at the best possible price.

100.50 Information Security

Appropriate hardware, software and monitoring shall be in place to ensure the protection of District data as well as District electronic facilities.

It is the responsibility of each employee to protect data belonging to the District. The following guidelines are for all employees:

- All District electronic facilities must be secured at all times by District staff and contract personnel.
- Any loss, theft, or suspicious activity of District electronic facilities must be reported to the IT Manager immediately.
- For security and network maintenance purposes, authorized individuals with District approval may monitor equipment, systems and network traffic at any time.

200.00 Disaster Recovery

In the event of a critical disaster to District electronic facilities at one of the District's primary facility locations (Marconi or Walnut office), the District will have in place the necessary District electronic facilities at both facility locations such that critical functions can be operational as soon as possible. Specific steps for how and when the District's critical functions will be back online will be kept as part of the IT Procedures and updated as necessary. For critical disasters at both District primary facilities simultaneously, the District will keep an off-site backup system of District data such that recovery can occur as expeditiously as possible.

300.00 Policy Review

This Policy shall be reviewed at least biennially.