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# Data Security Policy

Revised Feb 2021

## INTRODUCTION

With the advent of electronic records and curriculum delivery methods, data security and integrity has never been more critical.

## POLICY

Local Mission Critical Files:

All servers and network drives are incrementally backed up nightly and fully backed up weekly to a dedicated HP StoreOnce Catalyst backup system. Staff are encouraged to backup their personal data to their individual Google Drives which have unlimited storage available.

Major educational data files:

Cloud based. All cloud based services are fully encrypted end to end and have multiple location data centers with incremental backup.

All data must be available at all locations for student and faculty access.

Current Systems:

- SIS system - ASAP. Cloud based, encrypted and backup up multiple times per day.
- Curriculum delivery - CANVAS. Cloud based, encrypted and backup up multiple times per day.
- Student and Teacher drive storage space, email, office type software. - Google for Education. Cloud based, encrypted and backup up multiple times per day.