SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY **BACKUP AND PROTECTION OF ELECTRONIC DATA**	Procedure 4.05.02.01

1. Southwestern Community College houses the majority of the College file and application servers and backbone telecommunications equipment in the College Data Center. The room is secured by a cipher lock and access is controlled and monitored by the IT staff. The Data Center is environmentally controlled for correct temperature and humidity and is also equipped with a generator backup in case of commercial power failure.

2. In addition to the databases being physically secure, network access to the files is restricted via the use of virtual private networks (VLANs) that keep administrative databases and records on separate logical networks that are isolated from student networks and public access terminals. Additionally, secure and encrypted passwords are issued to all network users through Novell's Directory Services (NDS). In other words, network users must first authenticate to the network infrastructure before gaining access to another login level that facilitates access to sensitive database information.

3. Daily backups are performed on all database and application servers and the backup process occurs over a fiber optic connection to a central backup system ion another secure location. This off premise backup arrangement is an added protection in case disaster recovery is necessary.

Previously Referenced as: January 2006 (3.12.1)

Changed: Moved to 4.05.02 October 22, 2013