

## Amador Water Agency

**Information Technology/Disaster Recovery Policy**

Reviewed and Adopted:  
04-23-2020

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**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 Agency 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 Agency will facilitate its support of Agency electronic facilities through such means as the following:

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

**100.10 Agency Property**

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

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

**100.20 Authorized Usage**

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

**100.30 Unauthorized Usage**

Unless pre-approved by the General Manager personal software and equipment connected to the Agency 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 Agency

**(See "PL Adm 011 Electronic Communications, Internet and Computer Use Policy")**

#### **100.40 Technology Procurement**

All Agency hardware and software purchased shall be coordinated with the General Manager to ensure that all applications conform to Agency standards and are purchased at the best possible price.

#### **100.50 Information Security**

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

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

#### **200.00 Disaster Recovery**

In the event of a critical disaster to Agency electronic facilities at one of the Agency's primary facility locations the Agency will have in place the necessary Agency electronic facilities locally and in cloud such that critical functions can be operational as soon as possible. For critical disasters at both Agency primary facilities simultaneously, the Agency will keep an off-site backup system of Agency data such that recovery can occur as expeditiously as possible.

#### **300.00 Policy Review**

This Policy shall be reviewed at least every two years.