

Agenda item 9

DATA SECURITY

EXTERNAL HARD DRIVE FAILURE

It is the practice to take frequent back-up copies of Parish Council computer files. These have been copied on to a Western Digital 1TB external Hard Drive. Once copied the Hard Drive is then customarily stored in the premises of the vice chairman.

Because of the size of some of the files, pictures in particular the clerk purchased a second external drive, primarily for storage of statutory cemetery data, I then photographed every headstone with the intention of linking each one to a cemetery record. Coincidentally the second drive came with an automated backup feature.

In February whilst taking the regular backup the Western Digital hard drive became unstable and finally failed completely. In the process of trying to salvage the hard drive data by a restore a significant number of laptop files were corrupted.

I was initially fearful that both computer files and a failed external drive would leave a significant amount of work irrecoverable.

DATA RECOVERY

I consulted one of my sons, oblivious of the automated backup of the newer external hard drive, he restored the files on the computer to an automated backup taken the day prior to the hard drive failure.

He reset the automated backup to be a daily process. Furthermore his advice is that, irrespective of the fact that backups are taken daily, parish council should replace the failed external drive with a second drive.

This incident showed the benefit of double backup, without which the situation would have been very serious.

Since the failed hard drive is on the fixed asset register (albeit with a value of £40) the Parish Council needs to approve the disposal and the replacement. Approximate cost of replacement is in the region of £50.

John Haste

Clerk & RFO

14th March 2017