

Procedure - Business Continuity Management

Purpose

The purpose of this procedure is to ensure that information security is maintained through ESD's business continuity plans, including the requirements for disaster recovery for data and systems that any operations rely upon.

Planning

Business continuity plans should contain the following:

1. Business continuity and disaster recovery activities are focused on ESD business priorities that need to be kept and secured from any damage or disaster while keeping the proper organization resiliency to keep operating during disasters.
2. A proper risk assessment and business impact analysis should be performed periodically as a basis for this activity.
3. All new information systems should be included in the plans before going live.
4. Redundancy, backup, and failover activities should be designed as needed to serve ESD's business objectives.
5. The plans should be updated and reviewed regularly.
6. A proper asset inventory and data inventory should be in place, as well as documented business processes.
7. A crisis communication plan should be in place and aligned with the agency.
8. Risk tolerance, recovery point objective, and recovery time objective should be approved by program cabinet member in consultation with data owner.

Storage of Plans

A plan copy should be stored in a remote location.

Testing

The plans should be tested regularly; all tests should be documented. Different types of tests are recommended.

Disaster Declarations

The superintendent or designee makes disaster declarations. Business continuity and disaster recovery activities are led by IT.

Timeline for Implementation of Procedure

Given the required changes to ESD processes to fully implement this procedure, new technology systems will be subject to this procedure immediately while existing processes or systems will be reviewed as required by the procedure's periodic review. If an operating practice is needed from IT as part of the procedure, IT will develop and have implemented that process before running proposed technology system through it. Procedure to be fully implemented by September 1, 2024.