

# First Nation or Organization Data Access and Backup Policy

## Introduction

**(First Nation or Organization)** is responsible for the protection and accessibility of the work that is completed by its staff.

The purpose of this policy is to provide guidelines for the management and access to data, which is critical to effective administration of our programs and services.

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## 1. General Policy

**(First Nation or Organization)** has realized that this data is to be used with appropriate and relevant levels of access and with sufficient assurance of its reliability in compliance with existing laws, rules, and regulations.

## 2. Data Ownership and Protection

**(First Nation or Organization)** is the sole owner of the data prepared or acquired by a staff member for use under their job description.

Staff will ensure adequate protection and control procedures for data to which they have been granted the ability to create, modify, view, copy, download or delete.

## 3. Data Access

Only individuals with proper authorization may access data pertinent to their daily job. If you are attempting to access additional data you must ensure you have prior appropriate authorization.

## 4. Data Backup

The ongoing availability of data is vital to the successful delivery of our programs and services. Data can be destroyed by various means such as system malfunctions, accidental or even intentional means. Adequate scheduled backups will allow data to be readily recovered as necessary. In order to minimize possible loss or corruption of data, we must ensure that data is adequately backed up by performing at least a minimal data backup periodically using CDROMs or other means of offsite storage. Copies of your backups must be stored offsite.