



Laptop / Desktop Data Backup and Internet Security Policy

Garib Unnayan Sangstha (GUS) Head Office, Kodalkati, Rajibpur, Kurigram.

Data Backup and Internet Security policies have been formulated to regulate the organization's data storage and information communication management. The following issues have been included in the said policy Which must be considered compliant for all computer users. Failure to comply GUS will result in misconduct in accordance with human resource policy. The policy will be added to the organization's annual diary next year.

1. Initial storage:

All laptop / desktop computer files should be stored on D, E or any subsequent drive C Drive or Desktop and My document can not keep any kind of important file.

2. Use of Antivirus:

All laptops / desktop computers must have Licensed Anti Virus and Internet Security. You need to update the Internet Security regularly. The new Licensed Anti Virus must be collected 15 days before the expiration of the said Anti Virus so that the new one can be installed one week before the expiration date. Computer Full Scan should be done at least once per month.

3. Internet Backup:

If possible, the most important files need to be saved using the Internet / Cloud backup system. (Google document: Gmail ID and Google Chrome using <https://docs.google.com> and Box.com: ID using <https://www.box.com>)

4. All the documents that will come under the protection of:

Software data backup, official formats, circular, position papers, pre publication draft, publication PDF or Illustrator files, project proposal or concept notes, all financial documents, meeting minutes, draft newspaper advertisements, member's financial information of the branch, program photos, case studies, newsletter, program videos and other documents.

5. Preservation Method:

All the officers who have such files will inform and assist the IT Section about this File Backup at their own risk. By archiving: CD / DVD / USB External HDD / Cloud Backup service (Internet Media) which will be the responsibility of the ICT coordinators of the respective regions and the coordinator / head-ICT at the head office.

6. Privacy and Security: The saved files are for storage and use only in case of emergency.

7. Time and Continuity: Once a month at regional and head office level and at branch level branch manager at his own risk. Only Excle Application Folder will take Data Backup once per month on CD / DVD and once every 2 months at IT department branch level.

8. At the end of each year the DVD should be saved as a Final Backup through proper registration at the Head Office. There will be a list of all these saved documents which will be updated monthly and stored in the head office.

9. E-mail Saver:

GUS No File or Mail can be stored in your own Email Account. Required Emails GUS need to be saved in Gmail ID. Only those who are concerned should be given a copy and not given to others and the email should be written as concisely and positively as possible. Note that if any correspondence is copied to anyone other than the one who has been addressed, his / her verbal permission should be taken.

10. Personal IDs cannot be used with official e-mail IDs and personal IDs cannot be used to send official mails.

11. Password must be used to open each computer / mobile set.

12. If you want to give the file to be downloaded in the e-mail, you have to consider the internet access status of the sender.

13. Every second supervisor will have the password of the official e-mail of the concerned colleagues so that he can monitor the bad mail, personal mail, usage records etc. if he wishes.

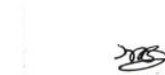
14. During the office hours, the Internet version of the magazine, Face book, YouTube, etc. Social Websites may not be used without the permission of the Executive Director.

15. Regional-Coordinator-ICT and Central-level SC / Head-ICT will monitor the policy.



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