

Disaster Recovery Policy

The purpose of the Disaster Recovery Policy is to provide a disaster recovery plan as required by the Workforce Innovation and Opportunity Act (WIOA) to ensure protection of all WIOA and other electronic information.

All NWPA Job Connect data is backed up using cloud service technology with oversight of the process by the contracted IT support provider. All storage devices are secure and accessed by passcode only. All systems use third party software purchased through industry recognized vendors. In the event of a catastrophic event, these vendors provide the software for NWPA Job Connect to reload all files necessary to continue operation. All fiscal data and software are equally protected by industry recognized vendors contracted and overseen by the County of Venango. Below are the processes that are used by NWPA Job Connect to conduct business for all their entities and the backup strategy:

Payroll: Contracted to Business Computer Liaison. All files are backed up to a secure server at the County of Venango as fiscal agent to the board.

Accounting: Contracted to the County of Venango as fiscal agent. All files are backed up to a secure server by the County of Venango. The County of Venango has a disaster recovery plan in place.

The NWPA Job Connect IT system is managed by the contracted IT support provider, Advent Communication Systems. All files including Sharepoint (shared files), One Drive (local files), email, and Microsoft Teams are backed up by Datto SaaS Protection, which automatically backs up 3 times per day. The backup is secure and encrypted at rest and in transit, SOC2 Type II Audited and General Data Protection Regulation (GDPR) compliant.

All public access computers located in the PA CareerLink[®] centers and under the oversight of NWPA Job Connect are secured using third party software purchased through industry recognized vendors. All public access computers are reset nightly so that any information inadvertently left behind is deleted, so no backups are required. It is the expectation of NWPA Job Connect that all subcontractors will have a disaster recovery plan in place.

HISTORY

Name	Date	Rev Level	Description of change	Effective Date
Deb O'Neil	08/03/2021	A	New Policy	09/10/2021

Auxiliary aids and services are available upon request to individuals with disabilities.
 Equal Opportunity Employer Program