**TECHNOLOGY POLICIES**

**SECTION 1: TECHNOLOGY**

**POLICY 8: SITE OF GLANCE**

|  |  |
| --- | --- |
| **Policy Rationale** | This document includes information about core technologies and intellectual property of the organisation, i.e. Email service, domain names, hosting and key contacts.This document provides key details and contact information for core technology infrastructure. |
| **Policy**  | Below are tables outlining [organisation] key contacts and technology:How to complete this document:* Complete the tables below and add additional tables for any key technology assets, information or contacts
* Do not record any passwords, passwords should be stored in a secure, online password portal such as Lastpass

**Support provider details**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider | **Supports** | **Contact Details** | **Comments** |
| i.e.[Provider] | All [organisation] technology support | 0800 88 2628support@techtonics.co.nz | Contract is SharePointAll support requests should be logged by [Staff] |

**Internet connectivity**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider |  | **Support Number** |  |
| Plan |  | **Customer #** |  |
| Circuit # |  | **Authorised staff** |  |

**Telephony**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider |  | **Support Number** |  |
| Plan |  | **Customer #** |  |
| # of handsets |  | **Authorised staff** |  |

**External website**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider |  | **Support Number** |  |
| Plan |  | **Customer #** |  |
| Domain |  | **Authorised staff** |  |

**Handsets provided to staff**

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | Model | Serial # | Warranty expires |
|  |  |  |  |
|  |  |  |  |

**Server, storage and networking devices**Supported by: [Provider]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Device Name | Model | Serial # | Warranty expires | Purpose / services |
|  |  |  |  |  |
|  |  |  |  |  |

**Workstations**Supported by: [Provider]

|  |  |  |  |
| --- | --- | --- | --- |
| Staff | Model | Serial # | Warranty expires |
|  |  |  |  |
|  |  |  |  |

**Printers**Supported by: [Provider]

|  |  |  |  |
| --- | --- | --- | --- |
| Printer location | Model | Serial # | Warranty expires |
|  |  |  |  |
|  |  |  |  |

**Software**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Purchased | Expires | Link / Comment |
|  |  |  |  |
|  |  |  |  |

**Backup policy**

|  |  |  |  |
| --- | --- | --- | --- |
| Frequency | Information backed up | Backup location | Retention policy |
| Daily |  |  |  |
| Weekly |  |  |  |
| Monthly |  |  |  |

**Recovery test policy**

|  |  |  |  |
| --- | --- | --- | --- |
| Frequency | Test completed | Provider  | Next test date |
| i.e. Twice per Year | Full recovery of serversGranular file recoveryMailbox recoveryActive Directory object  | [Provider] |  |

**Related documents:*** Organisation chart
* Technical support contracts
* [Organisation] asset register
* Password safe documentation: [link to document or how to access, i.e. details in office safe]
* Business Continuity Plan
* Disaster Recovery plan
 |
| **Review Protocol** | Policy Owner:Policy Reviewed By: Date Reviewed: Next Review Date:  |