

Village of Pinckney Computer Security Procedures

The following computer security procedures are intended to protect the Village's electronic information that resides on the computer network. The procedures here are designed to protect against data loss of any nature. These procedures include the backup strategy.

The potential loss of data from a disaster, equipment failure, and malware or employee error is protected as described in these steps:

1. Daily server backups are performed on the server where all data should be stored. The daily backup is stored offsite at a cloud-based secure data center with 6 months of retention.
2. The server is configured with RAID technology to protect against hard drive failures.
3. Testing and follow-up on backups are done frequently and file restores are done from the backup systems almost weekly.

The Village of Pinckney maintains the following levels of security to protect against unauthorized access to data:

1. User accounts are protected with complex password policy enforcement. Passwords are encrypted on the network.
2. Logon errors are recorded in the system event viewer and flagged when the count exceeds 100 in a single day.
3. A commercial grade firewall protects the systems from the internet.
4. A series of scripts run to harden the web security and protect the system against viruses and cryptolocker.
5. Email is filtered and policies are in place to block spam and viruses that could potentially come through.