SECURING ALUMNI RECORDS: DESIGNING AN EFFECTIVE BUSINESS CONTINUITY PLAN

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BUSINESS CONTINUITY PLAN

Alumni records are valuable asset for educational institutions which serve as an important connection between the university and its former students. However, ensuring the secure and accessible of these records requires a well-designed business continuity plan. This article briefs the importance of securing alumni records and how to develop an effective Business Continuity Plan for before and after a crisis.

BEFORE

RISK ASSESSMENT

Identify potential threats such as human errors and natural disasters that could jeopardize the security and availability of alumni records. This assessment will serve as the foundation for developing risk mitigation strategies.

DATA SECURITY MEASURES

Encryption protocols, access controls, and regular security audits. Universities can combine the relevant data protection regulations and best practices to ensure the confidentiality of alumni data.

RECOVERY STRATEGY

University should backup the records or data to secure the redundant storage systems, both on-site and off-site. This can be implemented by test the restoration process to verity data integrity.

RESPONSE PLAN

Response plan is an action to be taken in the situation of a data breach, system failure, any threats affecting alumni records. The university should assign roles and responsibilities, establish communication channels, and conduct simulations to ensure preparedness.

AFTER

CONTINUAL EVALUATION

The university should stay updated on emerging threats and regulatory changes that may impact data and records security. Which is by conducting periodic reviews and assessments to identify areas of improvement.

TRAINING AND AWARENESS

Provide training to the employees or stakeholders in alumni record management. Not to forget, raising awareness about the importance of records security and the role of each individual plays in maintaining Business Continuity Plan.

REGULAR MAINTENANCE

This step in the Business Continuity Plan reflects changes in technology and organizational requirements. So, the university could enhance security controls and backup processes throughout the plan.

TESTING

Testing process can test the effectiveness of a Business Continuity Plan by conducting feedback and responses to the plan. So, the university is able to learn from the test and make necessary improvements to enhance the overall flexibility of alumni record management.