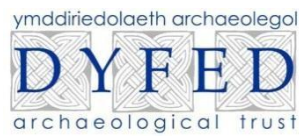


**DYFED ARCHAEOLOGICAL TRUST**  
**INFORMATION TECHNOLOGY POLICY**



Current since: 2009

Adopted at the Management Committee [board] Meeting of: 28 April 2016

Date of review following first adoption: 2019

Revised following review:

Re-adopted at the Management Committee [board] Meeting of:

Date of review following re-adoption:

# **DYFED ARCHAEOLOGICAL TRUST ('DAT')**

## **INFORMATION TECHNOLOGY POLICY**

DAT is committed to making the best use of appropriate available information technology to deliver the full range of its services.

### **Hardware**

DAT will make regular checks to ensure that hardware (personal computers and other equipment such as printers, digital cameras etc.) is fit for purpose. Individual personal computers will be replaced on a rolling cycle, with no personal computer normally being in use for more than five years. Other hardware will be purchased or replaced as and when (in the reasonable opinion of DAT) necessary.

### **Software**

The software in use on individual personal computers will be adequate for staff to undertake their work efficiently. It will not always be necessary to have the most up-to-date version of a software package provided the version in use remains fit for purpose. DAT will be responsible for acquiring appropriate software licences.

### **Training**

DAT will ensure that appropriate IT training is provided for staff in accordance with the Training and Development Policy.

### **System Security**

DAT will ensure that backup procedures for all digital data are rigorous. Key staff will be made aware of both the backup procedure and the means of retrieval for backed-up data.

