

TITLE

BUSINESS CONTINUITY PLANNING FOR INFORMATION TECHNOLOGY RESOURCESSCOPE

Provincial

DOCUMENT

1140

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Corporate Services Executive Committee

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SPONSOR

Information Technology

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October 16, 2019

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Not applicable

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To ensure Alberta Health Services' (AHS) **information technology (IT) resources** can continue to make available and/or restore information and services in the event of damage, loss, or disruption of business processes.
- To ensure the confidentiality, integrity, and availability of information that is restored.

PRINCIPLES

AHS shall implement an IT Resources Business Continuity Management Program (the program), which ensures the timely delivery or resumption of critical IT resources to the required level following an interruption to or failure of, at minimum, essential services.

The program includes the development, implementation, maintenance, and testing of each **repository owners'** continuity plans and work-around processes necessary to sustain the delivery of critical services provided by IT resources.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Business Continuity and Recovery

- 1.1 Information Technology and repository owners shall ensure business continuity and recovery plans:
 - a) include the classification of information, in accordance with the *Information Classification Policy*, to identify critical business operations and supporting IT resources;
 - b) use AHS-wide frameworks and processes; and
 - c) use information security processes which maintain the confidentiality, integrity, and availability of the information.
- 1.2 Information Technology maintains the business continuity and recovery plans for IT resources.
- 1.3 Repository owners shall test their business continuity plans annually or as required in accordance with a risk assessment and ensure that the plans are updated accordingly.
- 1.4 Business continuity plans shall be integrated with AHS' IT management processes (e.g., change, incident, capacity, and service levels) to ensure the plan reflects current information.

2. Risk and Business Impact Assessments

- 2.1 Risk and business impact assessments shall be conducted by the repository owner jointly with Information Technology, in consultation with key AHS stakeholders such as Internal Audit, Enterprise Risk Management, and Emergency/Disaster Management.
- 2.2 A risk assessment shall be conducted to:
 - a) identify, analyze, and evaluate business impacts;
 - b) identify information security events that may interrupt business processes; and
 - c) analyze risk tolerance and preventive strategies.
- 2.3 Business impact assessments shall be performed to identify business recovery objectives, resources, and priorities.

- 2.4 Risk and business impact assessments shall be reviewed annually through established AHS assurance program cycles to ensure that the business continuity plan remains live.
- 2.5 Information Technology shall, at a minimum, back up information and IT resources based on the classification of the information so that, in the event of a disaster, health and administrative functional areas of AHS are supported to an acceptable level.

DEFINITIONS

Information technology (IT) resource means any AHS-owned or controlled asset used to generate, process, transmit, store, or access AHS information, which includes but is not limited to IT infrastructure, computer facilities, systems, hardware, software, information systems, networks, shared drives, computer equipment and devices, internet, email, databases, applications, mobile wireless devices, and mobile storage devices.

Repository owner means the individual(s) responsible for defining the processes and controls for the assessment, storage, security, privacy, and disposition of the information in a repository.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Business Continuity Management Policy* (#1183)
 - *Enterprise Risk Management Policy* (#1125)
 - *Information Classification Policy* (#1142)

VERSION HISTORY

Date	Action Taken
October 16, 2019	Revised, includes change in Title from "Business Continuity Planning for IT Resources"
Click here to enter a date	Optional: Choose an item