Office of the Chief Information Officer Directive: IT 11.07	Published: 06/2020
Chapter: Backup and Disaster Planning	Last Review: 01/2022
Subject: **Offsite Processing Agreement**	

1 DIRECTIVE

1.01 As part of the disaster recovery plan (DRP), each GNB IT infrastructure site must plan for offsite processing capability in the event of a disaster and have an offsite processing agreement in place. The decision to go offsite on an interim basis will be made during disaster recovery if the physical site is damaged and the expected recovery time exceeds the business recovery objectives documented in the DRP.

Cloud services (IaaS, PaaS, SaaS) should be documented to ensure that the disaster recovery plans are adequate.

2 PURPOSE

2.01 The purpose of this Directive is to ensure that the disaster recovery plan provides for business continuity while disaster recovery operations are in process.

3 SCOPE

3.01 This directive applies to all GNB IT infrastructure sites and computing systems which execute IT processes that are business-critical.

4 RESPONSIBILITY

4.01 The disaster planning team is responsible:

(a) To ensure that offsite processing parameters are documented in the DRP.

(b) To identify and recommend cost-effective offsite processing solutions.

4.02 IT service provider is responsible to implement and maintain offsite processing agreements as determined in the DRP.

4.03 GNB IT infrastructure site management is responsible to approve offsite processing agreements as determined in the DRP.

5 DEFINITIONS

5.01 "**Hot site**" is a location that is already equipped with processing capability and other services including communications so that processing may continue with minimal disruption. It will have backup data available for immediate use.

5.02 "**Cold site**" is a location for housing processors that can be easily adapted for use. The facility would need to be set up so that processing could continue.

5.03 "**Redundant site**" is a site equipped and configured exactly like the primary site.

5.04 "**Reciprocal agreement**" is an agreement that allows two organizations to back each other up.

6 RELATED DIRECTIVES

OCIO IT 08.01 – Physical and Infrastructure Security
OCIO IT 08.02 – Systems Security
OCIO IT 08.04 – Confidentiality and Privacy
OCIO IT 09.03 – Data Access Controls
OCIO IT 09.04 – Application Security Controls
OCIO IT 09.05 – Data Disposal
OCIO IT 11.03 – Identification of Critical Processes
OCIO IT 11.04 – Backup Schedule
OCIO IT 11.05 – Backup Data Stored Onsite
OCIO IT 11.06 – Backup Data Stored Offsite