

1 DIRECTIVE

- 1.01 All databases used in business processes will be managed by a database administrator with defined responsibilities.

2 PURPOSE

- 2.01 The purpose of this Directive is to put controls in place to ensure that business processes that depend on the reliability and availability of a database are protected by best practices for database administration.

3 SCOPE

- 3.01 This policy applies to all database owners.

4 RESPONSIBILITY

- 4.01 All database owners must ensure that their databases are appropriately managed by a database administrator to ensure that:
- The database management system is providing adequate response to data manipulation requests
 - Data growth in the database is manageable
 - The database has an appropriate backup schedule and plan in place
 - The database is recoverable for any event that may make the database not usable
 - Only authorized users have access to the data

5 DEFINITIONS

- 5.01 “**Database Management System**” is a collection of programs that enable users to store, modify and extract information from a database.
- 5.02 “**Database Administrator**” Is a role generally responsible for installation, configuration, upgrading, migration, backup and recovery, security, storage and capacity planning, performance monitoring and tuning, and troubleshooting of databases.

6 RELATED DIRECTIVES

- OCIO IT 3.02 – Application Development and Implementation
OCIO IT 5.01 – Data Processing Integrity and Validation
OCIO IT 5.02 – Data Backup and Storage
OCIO IT 5.07 – Anti-Spam Requirements
OCIO IT 8.04 – Confidentiality and Privacy