apas
Alberta Post-Secondary Application System

Business Continuity Policy

Overview

The **Alberta Post-Secondary Application System Society (APAS)** is committed to providing reliable and available services to the community. Business continuity planning provides guidance and direction for the smooth and efficient continuation, resumption, and ultimate recovery of all APAS services in the event of a disruption to normal business operations.

Purpose

The purpose of this policy is to articulate APAS' commitment to ensuring systems and services are available to the community as required. Steps have been taken to ensure a comprehensive program is established for **business continuity**, **disaster prevention** and total **business recovery**.

POLICY

The management and staff of APAS are responsible for ensuring all services provided by APAS are incorporated in a comprehensive business continuity plan (BCP) that assesses risks and outlines control and mitigation procedures. This is accomplished by:

1. Ensuring all contracts established to provide services including, but not limited to, systems hosting, support, development, and client services include a comprehensive plan to meet requirements for business continuity, disaster prevention, and total business recovery.
2. Monitoring contracted services to ensure business continuity requirements are being met.

During the selection process for organizations that will provide services to APAS, business continuity planning will be highly weighted among the selection criteria.

The Executive Director is the management liaison for BCP compliance. Resolution of issues or non-compliance to contracted levels will be coordinated through this position.

DEFINITIONS

Business Continuity	An activity performed to ensure critical business functions and services are available to anyone who has access and authorization to use these functions or services.
Business Recovery Plan	Documented restoration steps required to restore business functions and services or an organization after a disaster.
Disaster Prevention	Steps taken to detect, contain and / or forestall a potential disaster.
Risk Assessment	Examination of risk factors associated with a potential hazard to determine if a loss can occur.