



**Western Cape
Government**

Social Development

Addendum to

DSD INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

(dated 7 March 2016)

June 2017

8/3/P

EXTERNAL HARDDRIVES

1. The Department does not support the use of external hard drives to back up files and information. All official departmental records and information must be backed up to "My Content", the official approved electronic content management (ECM) system of the department.

2. The procurement of external hard drives will only be supported if clearly motivated. The following will be considered when assessing a motivation for an external hard drive:
 - a. File sizes that exceed 100MB. Files in excess of 100MB cannot be saved to My Content at present. There is a file limitation of 100MB imposed.
 - b. Large files and datasets that are used on a regular basis on a number of different computers, such as GIS shapefiles or statistical datasets where it is not possible or impractical to store on My Content.
 - c. Where a large number of files and/or large files are copied from one computer to another that are not connected to the network. This is an unlikely occurrence and will not easily serve as a consideration.

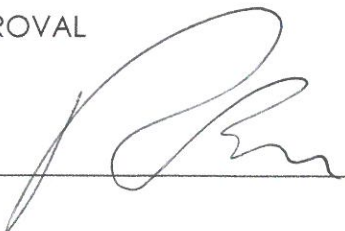
3. The reasons for the department not supporting the use of external hard drives is the following:
 - a. External hard drives are not secure. Information stored on such a drive do not meet the minimum document security standards of the department.
 - b. External hard drives damage easily and can be lost or stolen. All information is then lost and cannot be retrieved.
 - c. External hard drives are more susceptible to viruses as the normal anti-virus programmes do not always protect external hard drives.
 - d. The approved back up for official documents and electronic records is "My Content".

AUTORISATION AND APPROVAL

APPROVED

Dr R Macdonald

Head of Department



Date: 2017-06-15