



information
and privacy
commission
new south wales

IPC Business Continuity Policy

August 2022



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Purpose

The Information and Privacy Commission (IPC) is committed to business continuity management and has integrated the process for effective business continuity management, roles and responsibilities into a Business Continuity Plan (BCP).

The BCP recognises the business of the IPC in relation to its role and functions. The impact upon stakeholders including citizens, the NSW Parliament and agencies are considered in developing the BCP.

This Policy and other supporting documents provide guidance to ensure that appropriate plans are in place to manage disruptive incidents and ensure business activities can continue. Sound business continuity management minimises business interruption through identification of major disruption-related risks that could impact critical business processes and the development and implementation of preventative and responsive recovery strategies and plans.

Objectives

The IPC aims to achieve the following business continuity objectives in the event of a business disruption:

1. safeguard the health and wellbeing of employees, contractors and the public
2. maintain the integrity, privacy and confidentiality of information
3. fulfill statutory functions particularly those that promote and protect citizen rights
4. protect public assets from damage and destruction
5. minimise the financial cost to the IPC
6. restore the delivery of products and services within an acceptable.

Roles and Responsibilities

The Manager Systems and Corporate Services is responsible for ensuring effective plans and processes are in place for Business Continuity management. This includes conducting a Business Impact Analysis of key business process every 2 years, ensuring that the BCP is reviewed and tested every 2 years or after a significant change in business processes, that the BCP is communicated to staff and appropriate training is given to the Central Recovery Team (CRT). The Manager Systems and Corporate Services is also IPC's representative at the Department of Customer Service Business Continuity Coordinator meetings.

The Central Recovery Team (CRT) are responsible for the coordination and management of a disruptive event that has a significant impact on health and safety or other operations. The CRT has delegated authority to make decisions, direct staff, communicate with key stakeholders including the media and authorise expenditure.

Risk Management

In reviewing business continuity management plans and processes, the IPC will have regard for any changes to key business processes and identified risks that will affect the strategic and operation risks contained in the IPC Risk Register. Any changes in business processes and identified risks will be reported to the Chief Audit Executive for consideration in the Risk Register (16/1867/DJ).

Reporting

The Manager Systems and Corporate Services will provide reports to the Executive Team on the review of the BCP, results of BCP exercises and any changes to business continuity management processes. The Director Business Improvement will provide high level reports on business continuity management to the Audit and Risk Committee on an annual basis.

Definitions

Business Continuity Plan

A Business Continuity Plan (BCP) is a plan for responding to events that could disrupt or have disrupted business activities, in order to maintain those activities or restore them as soon as reasonably practicable. A BCP is developed after consideration of the potential disruption scenarios and focuses on the High Priority Activities identified in the BIA process.

In the event of a business disruption, these plans should be used as a guide but adapted as appropriate to deal with the particular circumstances at hand (D20/047900/DJ)

Business Impact Analysis

A Business Impact Analysis (BIA) is an assessment of the potential effect of disruptive events on the activities of the business. This assessment considers critical business processes, business process owners, the impact of loss of the business process and the Maximum Acceptable Outage. A BIA Template for undertaking this assessment is saved in IPC's Electronic Document Management System (D22/030544/DJ).

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