

**Diocese of La Crosse Catholic Unified School Systems  
Accounting Policies and Procedures Manual**

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***Chapter Fifteen: Electronic Data Processing***

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***A. Automation and Data Security Policies***

It is the policy of the Diocese of La Crosse Catholic Schools to automate workflows wherever possible. This includes the entire accounting process, as well as supporting schedules, correspondence, and other processes within the schools.

Just as with paper files, it is necessary to protect the information contained in electronic files from unauthorized viewers. Electronic data is protected through the use of confidential passwords to prohibit access to certain areas of the computer system. In addition, levels of security can often be assigned within the software itself to, for example, allow viewing rights, but not allow editing rights. Security levels should be reviewed for all new employees and for transferred employees. In addition, employees who have terminated should be removed from the system immediately. Passwords assigned to individuals should be kept confidential, and should be changed periodically (quarterly recommended).

***B. Disaster Recovery Policies***

All automation systems (stand-alone or networked) within the Diocese of La Crosse Catholic Schools system should be backed up daily. These backups should be stored offsite in a secure location.

It is necessary that each school system maintain a written disaster recovery plan to ensure the smooth flow of operations in case of a natural disaster, tampering, or system failure. This plan should be communicated to employees. The plan should include such things as backup procedures, off site storage, and alternative worksites that would allow the school system to continue processing transactions if necessary.

***C. School Specific Procedures***

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