

Merrydale Infant School



Chair's signature...Mrs. Carol Browne

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Major System Change Policy

Upon any major IT systems changes to the data controller's data storage systems or network a review of the work will be discussed between a relevant representative and the IT systems engineer. These discussions will include a relevant 3rd party should they be undertaking the change. Part of the discussions should include:

- Reason for the changes
- Impact
- Duration of downtime

- Benefits post change
- Cost
- Are systems bespoke or are they of the shelf

Upon a major change where relevant/possible these changes will be tested outside of the Data Controllers network.

After any major system change the relevant Data Processor will create a report of the changes and a discussion will take place between a relevant representative and the IT systems engineer.