1   DIRECTIVE

1.01   All databases used in business processes will be managed by a database administrator with defined responsibilities.

2   PURPOSE

2.01   The purpose of this Directive is to put controls in place to ensure that business processes that depend on the reliability and availability of a database are protected by best practices for database administration.

3   SCOPE

3.01   This policy applies to all database owners.

4   RESPONSIBILITY

4.01   All database owners must ensure that their databases are appropriately managed by a database administrator to ensure that:

- The database management system is providing adequate response to data manipulation requests

- Data growth in the database is manageable

- The database has an appropriate backup schedule and plan in place

- The database is recoverable for any event that may make the database not usable

- Only authorized users have access to the data

5   DEFINITIONS

5.01   "**Database Management System** is a collection of programs that enable users to store, modify and extract information from a database.

5.02   **"Database Administrator"** Is a role generally responsible for installation, configuration, upgrading, migration, backup and recovery, security, storage and capacity planning, performance monitoring and tuning, and troubleshooting of databases.

6   RELATED DIRECTIVES

OCIO IT 3.02 – Application Development and Implementation
OCIO IT 5.01 – Data Processing Integrity and Validation
OCIO IT 5.02 – Data Backup and Storage
OCIO IT 5.07 – Anti-Spam Requirements
OCIO IT 8.04 – Confidentiality and Privacy