

USE OF SHAREPOINT

1. Information that is essential to the School's business must be managed in a manner compatible with good business continuity principles in order to ensure the efficient, sustainable and continuous operation of the School.
2. MedInternal and MedInternal2 are the School's Sharepoint sites; they provides a single location which offers several important benefits:
 - a. Data is stored safely: documents are backed up centrally.
 - b. Files can be shared and accessed securely: permissions to view or edit files can be controlled on an individual or group level, allowing full control over the sharing of files.
 - c. Version control: ensures that information is always up to date and changes can be tracked.
 - d. Recovery: documents can be accessed even if key individuals are unavailable.
3. Use of Medinternal guarantees business continuity by ensuring that essential documents are always available to those (and only those) that need them even in the event of a local loss or failure of critical IT systems, and allows information to be shared securely.
4. For these reasons all documents and data that are crucial to the management and operation of the School – i.e. those whose loss or unavailability would likely prove detrimental to the running of the School - must be held in Medinternal.
5. Owners of documents which other staff rely on for information should place these on Medinternal to ensure access is guaranteed should these individuals be unavailable (e.g. were a key member of staff to be unwell or away from the School for a period).