

## **Backup Policy**

- There is dedicated backup server for the backup of data on the daily basis. Daily full backup of servers are taken by this backup server which clones the hard disk. This server is located in our premises.
- There are two external hard disks for taking daily backups. These are rotated on a weekly basis. One hard disk is kept at onsite and the other is kept at offsite at MD's house at fireproof place.
- Backups are being scheduled. Clone backups are taken on a backup server and data backup is taken on external hard disk. The backups are scheduled for everyday at 6 pm.
- Everyday backups are being taken of database of all the clients.
- All the backups are incremental backups and are tested and verified on backup manager server.
- Biweekly, we are checking the backup database by restoring the backup in the backup manager server.
- We have maintained a backup manager server. If anything happens to the live server the backup manager server which is always on a standby mode comes to live.
- Online backup, Data backup, Logs backup, Reports backup, Span logs backup, other logs, SQL database backup and backup log of Odin are compressed, encrypted with password and send to Delhi office by email. These passwords are changed on monthly basis.

## **Recovery Policy**

- Biweekly, we are checking the backup database by restoring the backup in the backup manager server. This backup is a clone backup which is kept in premises. The backup is incremental which is tested on the backup manager server.
- Backup manager server is up to date since all the data is restored on biweekly basis. If anything happens to the live server than the backup manager server which is kept on standby mode is put to live with up to date data.
- Recovery logs are maintained.