



Industrial Investment Trust Limited

BACKUP POLICY

March 10, 2021

Overview:

This policy defines the backup Policy of computers within the organization which are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers.

Purpose:

This policy is designed to protect data in the organization to be sure it is not lost and can be recovered in the event of failure.

Scope:

This policy applies to all equipment and data owned and operated by IITL.

Timing:

Backups performed between 3.30 PM to 6.30 PM from Monday to Friday. Full backups are updated on portable HDD on Saturday.

Storage Media:

Two sets of External HDD are maintained (One kept onsite while the other offsite in a Bank Locker). Full backups are kept on both the disks. The location of these disks is interchanged on weekly basis.

Data backed up:

Following data should be backed up,

- Tally Database, Webtel Database
- Important User data on Server drives
- Accounts Data on Server drives

Archives:

When the size of backup exceeds the capacity of Disk Media, it is archived and kept securely.

Restoration:

Backups will be restored from the last copy on demand of the respective individual whenever needed.