

## **SUNRISE GILTS & SECURITIES PVT. LTD.**

### **BACKUP POLICY**

The entire user data on all systems is backed up. The backups are done daily as well as weekly basis, and their success is controlled from the reports. The tape generally allows recovery of any user file or databases to any point in time within the last year, even if the file had been deleted.

Records of what is backed up and to where must be maintained.

Records of software licensing should be backed up.

Copies of the backup media, together with the backup record, should be stored safely in a remote location, at a sufficient distance away to escape any damage from disaster at the main site.

Regular tests of restoring data/software from the backup copies should be undertaken, to ensure that they can be relied upon for use in an emergency.

Files on user file systems are backed up to tape mainly so they can be restored in case of a disk failure, accidental deletion, or intentional deletion by a hacker. You should not rely on the backup system to recover your files after you intentionally delete them (although in most cases the backup system should be able to recover them), rather you should put your files on your own backup tape that you keep. File systems not listed in the user file systems list are NOT backed up.

Each week day media for the previous day's backup is removed for temporary offsite storage.

### **Backup Log**

A daily backup log is issued to keep a report of backups, their status, which tapes are used and housekeeping of the backup system. These logs are stored in [specify location] and verify with designated member of staff.



1. In the event of a single disk failure, the database should be recoverable to the last committed transaction.
2. In the event of a data corruption, the database or, if appropriate, the object(s) affected should be recoverable to a point in time prior to that corruption.
3. In the event of a database object, e.g. a table being deleted in error, the object should be recoverable to either the night before or the whole database to a point in time prior to the object being deleted.

