

# **DISASTER RECOVERY POLICY**

**Keynote Financials Services Ltd.**

# **KEYNOTE**

**22-JUN-2019**

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## Document Control

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## **Information Technology Management Department**

### **1.0 Introduction**

The Information Technology Department provides all services related IT infrastructures that, in some manner, virtually every other department at Keynote Financials Services Limited “KFSL” is dependent upon. Without telephones, or networks, or any one of critical data server, almost all the departments of business come to a standstill if a failure occurred.

To overcome these, it is importance that the IT Department be prepared to respond to a disaster in an orderly, timely and efficiently.

This document describes the Disaster Recovery Policy that the IT department will use in the event of disaster that affects department operations and services.

### **1.1 Scope of This Policy**

This policy provides the IT department with the ability to address two areas:

1. It enables the IT department to restore Company’s crucial data in the event of a disaster.
2. It identifies areas of substantial risk and exposure to disaster, and helps us reduce these risks.

### **2.0 Current Practices & Procedures**

We are currently following basic fundamental business practise which is essential for recovery and business continuity.

The major activities include:

1. Data backup & Restoration
2. Server and Systems Administration

### **2.1 Data Backup & Restoration**

Incremental backups occurring every day.

Full backups are performed every Friday.

Restoring a data therefore requires recall of the previous full backup and subsequent day incremental backup.

Backup media for every week are collected and stored at remote location.

## **2.2 Server & System Administration**

Almost all the data types are in the form of files which includes Microsoft Word, Excel and Power point, we don't need to manage server and administration of the systems in case of disaster. But still we have current practise for managing server and desktop systems across the company include:

1. Ensuring high availability of servers during business hours
2. User support and desktop system support during normal business hours
3. Other major server maintenance is scheduled outside of normal business hours

## **3.0 Recovery Operations**

Business continuity after disaster requires Identification of the most critical data and restoring on systems.

As most of the key executives are equipped with Work From Home "WFH" culture, in case of disaster we may not need to specifically recover the server and office IT infrastructures.

Recovery process mainly focused on restoring remotely stored media on any of the desktop and laptop and connect it any cloud services for majority use.

## **4.0 Disaster Recovery Summary**

The purpose of this document is to summarize the **KFSL** Business continuity and Disaster Recovery Policy. The policy has been developed to ensure full business critical data recovery and implementing on timely manner.

- Dedicated recovery site is not necessary as all the key executives are equipped and adopted WFH culture.
- Real time recovery of data possible due to WFH culture adoptions.
- All the key executives are equipped with high end mobile and laptops for easy way of communications.
- The building management conducts semi-annual building evacuation and fire drill.