Aldan Investments Pvt Ltd

701 Heritage Plaza, Opp. Indian Oil Nagar, JP Road
Andheri (W), Mumbai 400053
CIN: U67120MH1995PTC084811

Backup and Restoration Policy

Version 1.0

1. **Purpose:**

- Ensure the availability and integrity of critical data and systems through regular backups and effective restoration processes.
- Minimize the risk of data loss, system downtime, and business disruptions.
- Facilitate recovery in the event of hardware failures, natural disasters, or cyber incidents.

2. **Data Backup:**

- Identify and prioritize critical data to be backed up regularly.
- Determine appropriate backup frequencies based on data importance and business requirements.
- Utilize reliable backup technologies and media to store backup copies securely.

3. **Backup Procedures:**

- Establish clear procedures for conducting backups, including scheduling, methods, and locations.
- Document backup settings, configurations, and retention periods.
- Conduct regular tests and verifications to ensure the integrity and recoverability of backup data.

4. **Backup Storage and Offsite Copies:**

- Store backup media in a secure and controlled environment, protected from physical damage, theft, and unauthorized access.
- Maintain offsite copies of backups to safeguard against on-site incidents and enable remote recovery.
- Regularly validate the accessibility and integrity of offsite backups.

5. **Backup Monitoring and Reporting:**

- Implement monitoring mechanisms to ensure backups are completed successfully.
- Monitor backup logs and generate regular reports to track backup status, failures, and completion rates.
- Address and investigate backup failures promptly to maintain backup reliability.

6. **Restoration Procedures:**

- Establish documented restoration procedures to guide the recovery process.
- Clearly define roles and responsibilities for initiating and executing restoration activities.
- Test and validate restoration procedures periodically to ensure their effectiveness.

7. Recovery Point Objective (RPO) and Recovery Time Objective (RTO):

- Define the acceptable levels of data loss (RPO) and downtime (RTO) for each critical system and data set.
- Align backup strategies and restoration processes to meet RPO and RTO targets.
- Regularly review and update RPO and RTO requirements based on evolving business needs.
- Backup Encryption and Security:
- Implement encryption measures to protect backup data against unauthorized access and data breaches.
- Secure backup media during transportation and storage to prevent data leakage or tampering.
- Regularly update backup software and systems to address security vulnerabilities.

8. Retention and Archiving:

- Define data retention periods based on legal, regulatory, and business requirements.
- Establish archiving procedures for long-term storage of data that is no longer actively used.
- Properly dispose of backups and archives in compliance with data protection and privacy regulations.

9. Training:

- Provide training to relevant personnel on backup and restoration procedures.
- Conduct regular awareness programs to educate employees on the importance of backups and their role in the process.