Adventz Securities Enterprises Limited

Backup Policy

Introduction and Scope

The purpose of this policy is as follows:

- To safeguard the information assets of company
- To prevent the loss of data in the case of an accidental deletion or corruption of data, system failure, or disaster.
- To permit timely restoration of information and business processes, should such event occur.
- To manage and secure backup and restoration processes and the media employed in the process.

Scope

This policy, and supporting procedures, encompasses all system resources and supporting assets that are owned, operated, maintained, and controlled by the company and all other system resources, both internally and externally, that interact with these systems.

Roles and Responsibilities

CIO of the company will ensure facilities are available. He will ensure sufficient backup tapes and backup operators, are available and shall take overall responsibility for trust adherence to this policy. He will ensure backup operators are available, check the backup log for completion, be responsible for the safekeeping and availability of all back-up media and logs, and meet with respective users with regard to actual/test restores.

Policy

System Backup

Data stored on the Network will be regularly backed up off-site as follows:

- Incremental backup daily
- Full backup monthly

Data Recovery

In the event of a catastrophic system failure, off-site backed up data will be made available to users within 3 working days if the destroyed equipment has been replaced by that time.

In the event of a non-catastrophic system failure or user error, on-site backed up data will be made available to users within 1 working day.

Restoration Requests

In the event of accidental deletion or corruption of information, requests for restoration of information will be made to CIO.

Review of the Policy

The Company is required to review the above policy in every two years based on its own experience, business need and RBI guidelines in this regard.