



Shretron India Limited

Revision History

Version	Issue Date	Prepared By	Approved By	Changes
1.0	02.04.2021	Vaneet Soni	A P Panwar	Initial Draft

1. Purpose

The purpose of the Backup policy is to mandate for the taking the backup within the AUA organization.

2. Scope

The scope of the policy applies to the confidentiality, integrity and availability of the organization's information with regards to Maintain the Backups.



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3. Policy

A backup policy is defined as the following:

A record of system important data that is sufficient to enable the reconstruction, roll back data in case of crash of data loss.

Backup must be taken and be maintained for the following event:

- 1) Backup is taken by the script
- 2) Backup will be encrypted with password and stored in the secure location of the server.
- 3) Only authorized person will have the backup folder access
- 4) Decryption password access is with only one person.
- 5) Only from the AUA office IP is authorized to connect the backup server location.
- 6) Backup will be taken out by authorized person only.
- 7) Backup will be stored on the specific media device. Media device access will be provided for authorized person only.

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