**Disaster Recovery & Business Continuity Plans**

**Objective:**  
Ensure HR operations remain resilient and recoverable during unexpected outages, data loss events, or cyber threats, minimizing business disruption.

**Detailed Components:**

* **Recovery Time Objective (RTO):**
  + Target system restoration within **≤4 hours** for core HR functions (payroll, attendance).
  + Lower priority modules (e.g., analytics) within 24–48 hours.
* **Recovery Point Objective (RPO):**
  + Maximum data loss tolerance of **15 minutes** for real-time attendance logs and transactions.
  + **Daily snapshots** for less critical data (e.g., archived records, reports).
* **Data Backup Strategy:**
  + **Multi-tier backups** (hourly incremental, nightly full).
  + Use of encrypted storage buckets on cloud (e.g., AWS S3, Azure Blob).
  + Georedundant backups across regions.
* **Failover Strategy:**
  + **Hot-standby cloud infrastructure** for core services with autoscaling and health checks.
  + Load balancers to redirect traffic in case of primary system failure.
  + Manual and automatic failback procedures.
* **Crisis Communication Plan:**
  + Predefined notification workflows for IT teams, HR departments, and affected users.
  + Escalation tiers and recovery responsibilities matrix.
* **Disaster Simulation & Testing:**
  + Quarterly DR drills simulating various failure scenarios.
  + Incident response logbooks and post-mortem analysis documentation.