Empresa Backup Protocol

Objective:
To ensure data integrity and availability by creating regular backups of all critical company data.

Backup Frequency:

- At a minimum, one (1) backup must be created daily.
- Additional backups throughout the day are encouraged, especially after significant changes or updates to critical data or systems.

Backup Schedule:

- The standard backup will be performed every day at 10:00 PM.
- If additional backups are performed, they should be logged, including the time and purpose of the backup.

Backup Storage:

- All backups must be stored securely in an offsite location or cloud-based service, ensuring protection against data loss from physical or digital threats.
- Backups should be retained for at least 30 days, with a monthly backup archived for up to one year.

Responsibility:

- The IT department is responsible for ensuring backups are completed according to this protocol.
- A daily log of successful backups must be maintained and reviewed weekly.

Review:

- This protocol should be reviewed every six months to ensure it meets the company's data protection and disaster recovery requirements.