Backup and Recovery Plan for Comic Store Orders Management System

A reliable backup and recovery plan is essential for the comic bookstore's orders management system to ensure business continuity and protect against data loss. Backups safeguard critical data, such as customer orders and payment records, against accidental deletion, hardware failure, or security incidents.

Backup plan

- What to backup:
  - The PostgreSQL database containing all the orders, customer, and payment data.
  - Configuration files necessary to connect to and to restore the database.
- Backup frequency:
  - Daily incremental backups.
  - Weekly full backups.
- Backup types:
  - Full back up: Captures the entire database and is performed weekly.
  - Incremental backup: Captures only changes since last backup and is performed daily.
- Backup storage locations:
  - On-site: Local server or external hard drive for fast recovery.
  - Off-site: Use a secure cloud storage provider like google drive to protect against disasters like fire or theft.
- Automation:
  - Backups are automated using scheduled scripts and database management tools.

Recovery plan

- Restoration process:
  - In the event of data loss or corruption, the latest full backup restores first, then incremental backups are applied to bring the database up to date.
- Roles and responsibilities:
  - The system administrator or designated IT staff member is responsible for initiating and monitoring recovery.
- Recovery objectives:
  - Recovery Point Objective (RPO): Maximum acceptable data loss is 24 hours.
  - Recovery Time Objective (RTO): The goal is to restore operations within 2 hours of a failure.
- Testing:
  - The backup and recovery process are tested at least once every 3 months to ensure that backups are valid, and recovery steps are effective.

Security and best practices

- o Encryption: All backup files are encrypted before storage, especially for off-site backups.
- o Access control: Only authorized personnel can access backup files.
- o Monitoring: Automated alerts notify administrators if a backup fails.
- o Backup retention: Backups are kept for at least 3 months before being rotated or deleted.
- o Documentation: All backup and recovery procedures are documented and kept up to date.

This backup and recovery plan ensures that the comic bookstore's order data is protected from loss and can be quickly restored after a disaster. Thus, by performing regular, automated and secure backups, and by routinely testing recovery procedures, the business can operate with confidence and minimize downtime.