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**Data restoration form**

Version 2

October 2012

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| **DATA RESTORATION PROCEDURE**  *a) Responsible person: Elliot Anderson b) Location / dept.: Human Resources Department* | | *c) №:* **EBC548**  *d) Date: 23/09/2021* |
| *1.□ server OS: Linux 5.2 5.□ irregular: Unstructured missingness*  *2.□ data: Attendance of employees 6.□ test: Boxplots*  *3.□ database: Firebase 7.□ audit: Boxplots Anatomy*  *4.□ other:........................................................................................................................................................* | | |
| *e)* **Activities:** Backup Management *f)* **Description:**  Ongoing administration of data protection operations *g)* **Record–delivery: 19/09/2021** *h)* **Start / End: 20/09/2021** | | |
| *8.□ Procedure(s): Automation of routine tasks, Policy-based retention, Integration with other applications*  *9.□ User request: To restore lost attendance data of employees of the organization*  *10.□ Error-incident: Software corruption caused due to improper shutdown*  *11.□ Method adequacy approval: RAID Recovery*  *12.□ Restore location(s) verification: Verified*  *13.□ Other processes interference review:*  *14.□ Management authorization: Approved*    *15.□ Asset and media preparation Zero Assumption Recovery*  *16.□ Location preparation Virtual Cloud(AWS)*  *17.□ Users notification Data corrupted during attendance data recovery*  *18.□ Ongoing user operations protection Firewall protection*  *19.□ Return to last correct state – preparation Initial state of data state*  *20.□ Performing and supervision Approved*  *21.□ Verification Approved*  *22.□ Evidence and notification User notification of Data corrupted during attendance data recovery*  *23.□ Other* | | |
| *24.Assets-equipment-personnel-third parties required:*  R-Studio Data Recovery Software | *25.Other: request - security – admittance:* | |
| *26.Record - observation - review:*  Qngn erfgbengvba cebprqher jnf pbaqhpgrq hfvat guveq-cnegl fbsgjner sbe gur Rzcyblrr nggraqnapr qngn naq noyr gb erpbire 80% bs qngn ybfg. | *27.Correction – improvements – enhancements:*  Orggre nqinaprq zrpunavfzf fubhyq or fgngrq gb erpbire bgure 20% bs qngn ybfg. Lbh arrq gb svaq gur DEPbqr va fperrafubgf vs lbh jnag gur frperg. Rkcregvfr xabjyrqtr vf erdhverq. | |
| *28.□ as planned Yes 33.□ nonconformity / incident / weakness: Softwares should be properly shutdown*  *29.□ user complaint Issues with salary management*  *30.□ HW-SW error 34.□ other / comment:* *Expertise knowledge is required*  *31.□ complaint to request: Use diagnostic programs carefully*  *32.□ complaint to support*  *h) Reviewed: Elliot Anderson i) Date: 21/09/2021* | | |

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