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# Key Components to **BUSINESS CONTINUITY PLAN**

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**Any organization relies heavily on data. It is now a matter of necessity to protect it from disaster, whether accidental or intentional. A disaster recovery and business continuity plan that is up to date is essential. We detail the components of a healthy BCP here.**

## **1.Recover personnel**

**Building successful BCPs requires a top-down approach. Your first step should be getting management support and buy-in. As soon as this is in place, assign a dedicated person to manage the process and assemble a team that includes members of each critical business department. In addition, your team should have a chain of command, i.e., who is doing what, where and when, and how and where the relevant participants can be reached.**

## **2.Recovery procedure**

**Your business continuity plan outlines the strategies for business functionality through the recovery procedure. As part of this strategy, critical assets should be identified, prioritized, and taken into account, including equipment, the IT system (including network diagrams), contact lists, etc. Identify the potential risks and threats to the assets in your BCP, and build a system to assist in recovering after a natural disaster or critical event.**

### **3.Data Recovery**

**Cyber-attacks result in a loss of business opportunities for roughly 23% of organizations. Your BCP should therefore include a proper backup strategy. A backup strategy must include both on-site and off-site backups. On-site can use tape drives, external hard drives and are easier to access than off-site backup. Part 3 of this article discussed off-site backup and its necessity. As part of your backup plan, you should also include the following documents: financial documentation (such as bank statements, tax records, and so on), a list of fixed assets, and legal documentation (such as copies of policies and agreements, memorandums of understanding, and insurance documents).**

**(Cyborgenic is an end-to-end cyber-security consulting firm that helps organizations implement global security frameworks such as PCIDSS, GDPR, ISO 27001, ISO 27002, ISO 22301, HIPAA, HIITRUST, SOC2, SOC3, Adhar Audit, VAPT etc. Please contact us with your BCP questions today. A well-experienced and accredited consultant will be happy to help).**