Backup and Recovery Plan

The purpose of this plan is to outline the procedures for backing up the data in the Bagel Business Operations Report and recovering it in case of data loss. This plan helps ensure data availability and continuity.

**Daily Backup:**

* A full backup of the report will be performed every day after business hours.
* The backup will include all tables in the report.
* The backup file will be saved with a filename that includes the date of the backup for easy identification.

**Weekly Backup:**

* In addition to daily backups, a full backup of the report will be performed at the end of the business week.
* This backup will be stored separately from the daily backups.

**Backup Storage:**

* All backup files will be stored in a secure, off-site location.
* Backup files will be encrypted to protect the data.

**Data Loss Recovery:**

* In the event of data loss, the most recent backup file will be used to restore the data.
* If the most recent backup file is not usable, the next most recent backup file will be used.

**Disaster Recovery:**

* In the event of a disaster that results in the loss of both the report and the backup files, a disaster recovery plan will be initiated.
* This plan includes contacting the off-site storage provider to retrieve the backup files and contacting the IT department to restore the data.

**Data Governance Team:**

* The Data Governance Team is responsible for overseeing the backup and recovery procedures.
* This includes ensuring that backups are performed as scheduled and that backup files are stored securely.

**IT Department:**

* The IT department is responsible for performing the backups and restoring the data in the event of data loss.
* They are also responsible for testing the backup and recovery procedures regularly to ensure they work as expected.

This plan will be reviewed annually to ensure it remains effective and up-to-date with any changes in the business operations or IT infrastructure.

Please note that this is a draft and might need to be adjusted based on the specific needs and workflows of your business, as well as any specific technical or regulatory requirements that apply to your business. Let me know if you need further assistance! 😊