**Wipro’s Backup and Restoration Policy**

**Document Control**

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| Function | Business integrated Technology Services (BiTS) & Group Chief Information Security Office (GCISO) |
| Sub-function | - |
| Policy Owner | Sridhar Mukka, Global Head - Governance, Risk and Compliance (BiTS-GRC) & Lakshminarayanan RS, Group Head - Information Security Policy & Framework |
| Policy Effective Date | May 23, 2014 |

**Purpose**

This policy establishes the requirement for backup and restoration of information and systems to continue business operations during disruptions.

**Audience**

Organization’s employees, retainers, contractors, and service providers.

**Scope**

This policy applies to:

* Organization’s information systems as defined in the respective function’s backup procedures.
* The business unit information systems as per the customer requirements that are defined in the contracts entered into with the customers.
* Users with organization-provided endpoints such as laptops and desktops.

This policy shall be read in conjunction with the policies and procedures outlined in the “References” section, aligning with the assigned responsibilities in them.

**Policy Details**

**BNR.1** The data backup and recovery plan shall be documented and implemented as per applicable laws, regulations, and business requirements.

**BNR.2** The data backup and recovery plan shall be prepared based on the organization’s business continuity plan and disaster recovery requirements.

**BNR.3** Data backup shall be taken using the organization-approved solutions.

**BNR.4** Data backup shall be classified, labelled, and handled as per the Information Classification, Labelling and Handling Standard.

**BNR.5** Backup shall be encrypted as per regulatory and business requirements.

**BNR.6** Backup shall be stored in a secure location with appropriate physical and environmental protection.

**BNR.7** Backup restoration tests shall be performed as per business requirements.

**BNR.8** Backup of information security event logs shall be maintained as per applicable laws, regulations and business requirements.

**BNR.9** The users shall be responsible for backing up their data using OneDrive.

**BNR.10** Any project or client data backup and archival shall be the responsibility of the project or account team as per the contractual requirements or as formally agreed with the customer.

**BNR.11** Emails of the identified critical users shall be backed up and retained for the period required under applicable regulations and business requirements.

**BNR.12** Backup shall be retained as per the Data Retention Policy.

**BNR.13** Backup logs shall be enabled and reviewed periodically as per business requirements.

**Definitions**

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| **Definitions** | **Description** |
| Information Systems | Set of applications, services, information technology assets, or other information handling components. |
| Organization | Wipro, including subsidiaries, affiliates, and acquired entities but excluding acquired entities governed by an independent set of security policies. |
| Restoration tests | Testing the restoration of backed up data to verify its integrity and availability. |

**Reference**

* Data Retention Policy
* Encryption Policy
* Policy for IT Disaster Recovery
* Information Classification, Labelling and Handling Standard
* Backup and Restoration Procedure

**Revision History**

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| --- | --- | --- | --- | --- | --- |
| **Version** | **Revision Date** | **Reason for Change** | **Drafted/ Reviewed By** | Approved By | **Date Approved** |
| 1.0 | 10th December 2023 | Rephrased Purpose, Audience and Scope.  Removed BNR.1, BNR.3, BNR.4, BNR.8, BNR.9, BNR.12, BNR.13 and BNR.14 points.  Modified BNR.2, BNR.5, BNR.6, BNR.7, BNR.10 and BNR.11 points as per the ISO 27001:2022 and best practices of NIST 800-53 Rev5. | Kumaran.E | Sridhar Mukka | 19th December 2023 |
| 1.1 | 10th January 2024 | Updated Scope.  Added BNR.4, BNR.9, BNR.10 and BNR.11 points.  Modified BNR.5 and BNR.13 points. | Kumaran.E | Sridhar Mukka & Lakshminarayanan RS | 8th February 2024 |
| 1.1 | 27th May 2024 | No Change | Ankush Ghatge | Sridhar Mukka & Lakshminarayanan RS | 31st May 2024 |