

# DATABASE BACKUP STRATEGY DOCUMENT

**Summit Digital Solutions, Inc.**

*Effective Date: January 9, 2024*

*Document Version: 2.4*

*Classification: Confidential*

## 1. PURPOSE AND SCOPE

1. This Database Backup Strategy Document ("Strategy Document") establishes the policies, procedures, and technical requirements for the backup and recovery of all database systems maintained by Summit Digital Solutions, Inc. ("Company"), including but not limited to the Peak Performance Platform and associated client databases.

2. This Strategy Document applies to all database systems containing:

- (a) Client operational data
- (b) AI/ML training datasets
- (c) IoT sensor data repositories
- (d) Analytics engines and associated data warehouses
- (e) Platform configuration data

## 2. DEFINITIONS

- 1. "Critical Data" means any database contents essential to the operation of the Peak Performance Platform or client operations.
- 2. "Recovery Point Objective (RPO)" means the maximum targeted period in which data might be lost due to a major incident.
- 3. "Recovery Time Objective (RTO)" means the targeted duration of time within which a business process must be restored.

## 3. BACKUP REQUIREMENTS

1. Frequency of Backups

- (a) Full Database Backup: Daily at 02:00 EST
- (b) Incremental Backup: Every 4 hours

(c) Transaction Log Backup: Every 15 minutes

(d) Configuration Backup: Weekly

## 2. Retention Periods

(a) Daily Backups: 30 days

(b) Weekly Backups: 12 weeks

(c) Monthly Backups: 12 months

(d) Annual Backups: 7 years

## 3. Storage Requirements

(a) Primary Backup: Enterprise-grade cloud storage with AES-256 encryption

(b) Secondary Backup: Geographically distributed redundant storage

(c) Tertiary Backup: Cold storage for annual archives

# 4. SECURITY AND ENCRYPTION

## 1. All database backups shall be encrypted using:

(a) AES-256 encryption at rest

(b) TLS 1.3 for data in transit

(c) Hardware Security Module (HSM) key management

## 2. Access Controls

(a) Multi-factor authentication for backup system access

(b) Role-based access control (RBAC)

(c) Audit logging of all backup operations

# 5. TESTING AND VERIFICATION

## 1. Backup Testing Schedule

(a) Weekly automated restore tests

(b) Monthly full system recovery tests

(c) Quarterly disaster recovery simulations

## 2. Verification Requirements

(a) Checksum validation of all backup files

- (b) Database consistency checks
- (c) Application-level functionality testing

## **6. DISASTER RECOVERY PROCEDURES**

### **1. Recovery Time Objectives**

- (a) Critical Systems: 4 hours
- (b) Non-critical Systems: 12 hours
- (c) Archived Data: 48 hours

### **2. Recovery Procedures**

- (a) Automated failover to secondary systems
- (b) Manual intervention protocols
- (c) Client notification procedures

## **7. COMPLIANCE AND REPORTING**

### **1. Compliance Requirements**

- (a) SOC 2 Type II standards
- (b) ISO 27001 requirements
- (c) GDPR and CCPA provisions

### **2. Reporting Requirements**

- (a) Monthly backup success rate reports
- (b) Quarterly compliance audits
- (c) Annual strategy review

## **8. RESPONSIBILITIES AND OVERSIGHT**

### **1. The Chief Technology Officer shall:**

- (a) Maintain oversight of this Strategy Document
- (b) Approve modifications to backup procedures
- (c) Ensure adequate resource allocation

### **2. The Database Administration Team shall:**

- (a) Execute daily backup operations
- (b) Monitor backup system health
- (c) Conduct recovery testing

## **9. AMENDMENTS AND REVIEWS**

1. This Strategy Document shall be reviewed annually.
2. Amendments require approval from:
  - (a) Chief Technology Officer
  - (b) Chief Information Security Officer
  - (c) Chief Digital Officer

## **10. EXECUTION**

IN WITNESS WHEREOF, this Database Backup Strategy Document has been executed by the duly authorized representatives of Summit Digital Solutions, Inc.

SUMMIT DIGITAL SOLUTIONS, INC.

**By:**

Name: Michael Chang

Title: Chief Technology Officer

Date: January 9, 2024

**By:**

Name: James Henderson

Title: Chief Digital Officer

Date: January 9, 2024