BACKUP AND MIGRATION POLICY

Team 00



Security Policies

StormSurge Software

**Backup and migration policy**

1. Overview

Our focus is to maintain constant uptime for our employees and clients. Therefore, our team has created a backup and migration policy. This policy consists of three stages, the first stage is the preparation phase and consists of all active servers’ physical hard drives being copied to virtual hard drives. These virtual hard drives are then taken and installed into our internal Hyper-V server. These installed virtual machines with copies of physical machines will be sat idle until the need arises for them to be utilized. This leads into stage 2, when the issue/attack has been recognized. As the threat is recognized the affected server will be taken offline and the virtual copy will be brought into active service maximizing uptime. This leaves all network devices and services available to be accessed while stage 3 is conducted. Stage 3 consists of thorough investigation of the effected machine.

1. Purpose

The purpose of this policy is to ensure that our clients and employees can access their accounts and files with the minimum amount of downtime possible. Reliability and consistency of our services will ease frustration on employees in addition to possibly being the reason a client turns into a repeat client.

1. Scope
   1. All Security Operations Center Windows workstations and servers will be backed up and able to be migrated.