

Synoligo IT Disaster Recovery Policy

Purpose

The purpose of this policy is to define the steps that the company will take to recover its IT systems and data in the event of a disaster.

Scope

This policy applies to all IT systems and data that are critical to the company's business operations.

Policy

The company will have a disaster recovery plan in place that outlines the steps that will be taken to recover IT systems and data in the event of a disaster. The plan will be developed and maintained by the IT department and will be reviewed and updated annually.

The disaster recovery plan will include the following elements:

- A list of critical IT systems and data

- A recovery strategy for each critical IT system and data

- A recovery time objective (RTO) for each critical IT system and data

- A recovery point objective (RPO) for each critical IT system and data

- A communication plan

- A testing plan

The company will test its disaster recovery plan on a regular basis to ensure that it is effective.

Responsibilities

The IT department will be responsible for developing, maintaining, and testing the disaster recovery plan. The company's management team will be responsible for approving the disaster recovery plan.

Enforcement

The company will enforce this policy by requiring all employees to comply with its provisions. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Amendments

This policy may be amended by the company's management team at any time.





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