

Cloud Backup Policy

Leo Nine Real Estate Office — Gul Plaza, PWD Main Road, Islamabad

This Cloud Backup Policy defines the framework and procedures that Leo Nine Real Estate Office follows to protect critical property documents, client data, and financial records by storing them securely in trusted cloud services.

1. Purpose of Cloud Backups

- Ensure business continuity in case of system failures, cyberattacks, or disasters.
- Provide quick recovery of important files such as property documents, financial data, and client records.
- Enhance security and reduce dependency on physical storage.

2. Approved Cloud Services

- Google Drive for Business (with encryption enabled)
- Microsoft OneDrive for Business
- Dropbox Business
- Local encrypted NAS systems for hybrid backup solutions.

3. Backup Frequency & Schedule

- Daily incremental backups for CRM data and property documents.
- Weekly full backups of all financial data.
- Monthly archive stored in separate encrypted cloud storage.

4. Data Encryption & Security

- All cloud backups must be encrypted using AES-256 standard.
- Access restricted to authorized personnel only.
- Two-factor authentication required for all backup accounts.

5. Data Retention & Recovery

- Backups retained for a minimum of 12 months.
- Deleted files kept in archive for at least 90 days before permanent removal.
- Recovery testing conducted quarterly to ensure data integrity.

6. Staff Responsibilities

- IT/Admin team responsible for backup monitoring and maintenance.
- Employees must not use personal cloud accounts for official data.
- All staff should immediately report any issues with backup access or restoration.

7. Compliance & Legal Considerations

- Adhere to Pakistan's data protection and cybercrime regulations.
- Ensure cloud service providers meet international compliance standards (ISO 27001, GDPR, etc.).
- Maintain audit logs for all backup activities.

8. Client Assurance

Leo Nine Real Estate guarantees that all sensitive documents and financial data are securely backed up and accessible only by authorized staff, ensuring client trust and business reliability.

Authorized Signatory: _____

Date: _____