

# ■ ■ Leo Nine Real Estate Office

## Backup & Data Safety Policy Document

Office #5, First Floor, Gul Plaza, Main Road, PWD, Islamabad

### 1. Purpose

This Backup & Data Safety Policy establishes clear guidelines for protecting client data, property documents, and financial records at Leo Nine Real Estate Office. The objective is to ensure that all business-critical information is securely stored, regularly backed up, and easily recoverable in the event of system failure, cyberattack, or disaster.

### 2. Scope

This policy applies to all employees, contractors, and authorized users handling electronic and physical data for the office, including CRM systems, emails, property documents, contracts, and financial transactions.

### 3. Backup Policy

- All critical data (client records, property documents, financial data) must be backed up daily to a secure cloud server (Google Drive Business, Microsoft OneDrive, or Dropbox Enterprise).
- Weekly offline backups must be stored on encrypted external drives kept in a secure, fireproof location.
- Database backups of CRM (Bitrix24 or others) should be scheduled at least once a week.
- Only authorized personnel may access and manage backup systems.
- Backups must be encrypted using industry standards (AES-256).

### 4. Data Safety & Access Controls

- Access to sensitive data must be role-based, with least privilege granted.
- Two-Factor Authentication (2FA) must be enabled for all cloud accounts and backup systems.
- Physical property documents should be stored in locked cabinets with restricted access.
- Data transmission must always occur over encrypted channels (HTTPS/SSL, VPNs).

### 5. Disaster Recovery

- In the event of a data breach, hardware failure, or cyberattack, IT staff must initiate the recovery plan within 2 hours.
- Cloud backups will serve as the primary recovery source; offline encrypted drives act as secondary recovery.
- Regular drills will be conducted quarterly to test recovery time and data integrity.
- Clients affected by any data loss will be informed transparently within 48 hours.

### 6. Enforcement

Employees who fail to follow this policy may face restricted access, disciplinary action, or legal consequences in case of negligence.

**7. Review & Updates**

This Backup & Data Safety Policy will be reviewed annually to remain compliant with Pakistan's Cybercrime Regulations and global data protection best practices.

**Approved By:**

Muhammad Farid Abbasi

Owner, Leo Nine Real Estate Office

Employee Name	Signature	Date
---------------	-----------	------