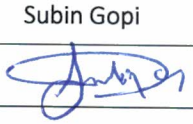
PROCEDURE

FOR

DATA BACK-UP

Prepared By:	Designation:	Date:
Subin Gopi	IT Administrator	30 January 2026
Signature: 	Rev. 02	

Rev.	Date	Nature of Changes	Approved By
00	28 July 2024	Original issue.	
01	02 Jun 2025	To Update.	
02	30 Jan 2026	Rebranding & Update.	

Performing daily backups of a file server is crucial to ensuring data integrity and availability for our company.

Below is the general procedure for setting up a daily file server backup.

1. Backup Media Used:
   - We are using NAS storage media for our backups. This is an external hard drive, network-attached storage (NAS), Azure Cloude with tiger bridge technology ese for redundancy.

2. Backup Software:
   - We are using backup software, which is **Veeam Backup** for local NAS and cloud. These backup solutions fulfill features like incremental backups, compression, encryption, and scheduling.

3. Identification of Data to Back Up:
   - Determine which files and folders need to be backed up. Consider critical data, user files, databases, configuration files, and any other important information stored on the file server.

4. Create Backup Schedule:
   - A daily schedule is set up to back up the files based on our organization's requirements and data change frequency. For example, we perform backups during non-business hours to minimize disruption.

5. Full and Incremental Backups:
   - Perform a full backup weekly to create a baseline. Subsequent daily backups can be incremental, meaning only the changed or new files since the last backup are included. This saves time and storage space.

6. Verify Backup Integrity:
   - Regularly verify the integrity of our backups by performing test restores. Ensure that the data can be successfully restored from the backups.

7. Encryption and Security:
   - If data contains sensitive information, we consider encrypting the backups to protect them from unauthorized access.

8. Off-Site Backup:
   - To safeguard against disasters that may affect our primary location, we store at least some of your backups off-site. Cloud storage can be an excellent option for off-site backups.

9. Monitor Backup Status:
   - Regularly monitor the backup process to ensure that backups are completed successfully. Set up alerts in case of backup failures.

10. Retention Policy:
    - The retention policy for our backups is based on business needs, compliance requirements, and available storage space. But we have separate external backups that are properly stored and protected for all the files of the company.