



## **Disaster Recovery Plan**

### **Steps to Ensure Continuity of Service In The Event of An Emergency:**

- **Jill Jackson is responsible for backing up data.**
- **Data is backed up every Friday.**
- **The data is stored on removable hard drives.**
- **1 back up copy is taken of each file.**
- **The copy is stored on site in the secured hub room.**
- **All data is kept securely under lock and key.**
- **Anyone wanting access to back up copies must get the permission of the Headteacher.**
- **Back up data is overwritten after 6 backups.**