



Disaster Recovery Plan – July 2022

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

- Lisa Staniforth 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.

Review: July 2023