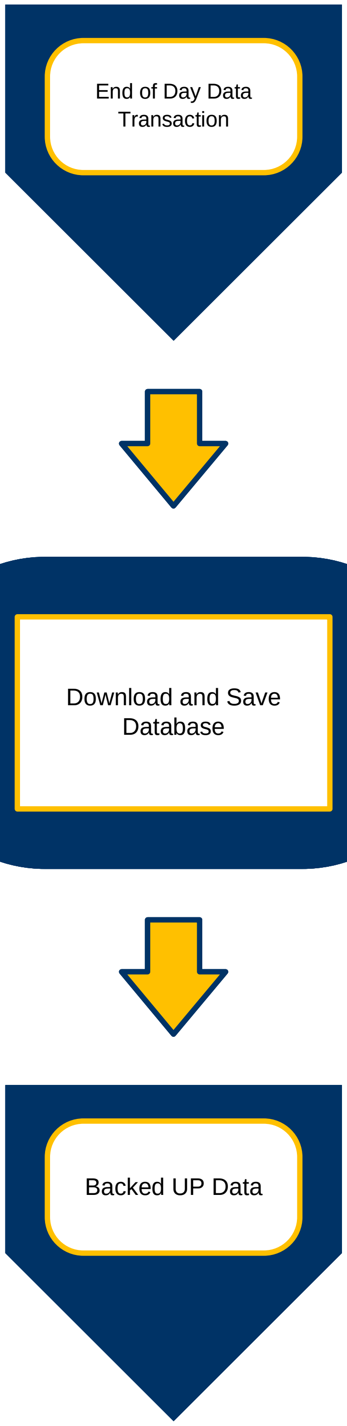
INFORMATION TECHNOLOGY GROUP	**DATA BACKUP GENERAL PROCESS FLOW**	**Date Created : June 7, 2019** **Revision No. : 1** **Revision Date : April 1, 2023** **Policy No. : ITG-2019-008**



End of Day Data Transaction

Download and Save Database

Backed UP Data

1.0. OBJECTIVE

1.1 The purpose of this policy is to provide a successful procedure for backup and recovery of critical data. These procedures are in place to assist and guide the ITG Staff(s).

2.0 SCOPE

2.1 These procedures apply to ITG Data Backup procedure include but not limited to backup and recovery of files, database servers and network domain controllers.

3.0. DEFINITION OF TERMS

3.1 OS – Operating System
3.2 HDD – Hard Disk Drive
3.3 HP – Hewlett Packard
3.4 AWS – Amazon Web Services

4.0 POLICY

4.1 DATA BACKUP

4.1.1 Configure Auto Backup

4.1.1.1 Done with Windows Operating System Task Scheduler and/or to a third party software.

4.1.2 Set Time of Backup

4.1.2.1 Must be set at 11:00PM everyday. This ensure all transactions has been saved and can be use a restore point in case of data loss.

4.1.3 Path Directory

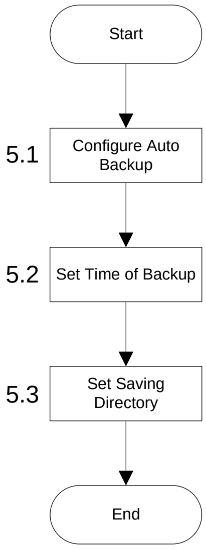
4.1.3.1 Set the path directory to save the data backup. It can be saved to Local Machine, External Hard Disk, Flash drive and in the Cloud.

4.1.3.2 Incase of disaster, external hard drive can be pulled out easily by the personnel on duty which can be used for restoration purposes in the future.

5.0 GUIDELINES

Responsibility | **Process Flow** | **Guidelines**

ITG



5.1 Configure Auto Backup

5.1.1 MIS will configure an Auto backup on the domain controller, HP DL380 Gen9 Server using any of the following options.

5.4.1.1 Buil in OS using Task Scheduler

5.4.1.2 Third part software such as Acronis, EaseUS, etc.

5.1.2 CVMFCC Backup the data on the following applications:

5.1.2.1 Loan System database

5.1.2.2 Domain Controller

5.1.2.3 File Server

5.2 Set Time of Backup

5.2.1 Time of backup is set at 11:00PM, that will automatically run in daily basis and in every system Shutdown to ensure daily backup is secured.

5.2.2 Saved backup is in incremental form in order to retrieve specific restore point.

5.3 Set Saving Directory

5.3.1 Configure path directory of data backup through external Hard Drive or Flash Drive.

5.3.2 To ensure recovery of data, ITG may also subscribe to Cloud Servers (e.g. AWS, Microsoft Azure, Google Cloud Storage, Dropbox, Onedrive, etc.)

5.3.3 Incase of disaster, external Hard Drive can be pulled out easily by the personnel on duty.

6.0 FORMS

N/A

7.0 AUTHORIZED SIGNATORIES

8.0 SANCTIONS : Non-compliance on this policy shall be subject to sanction in accordance with the employee code of conduct.

9.0 EFFECTIVITY : This policy will take effect on June 1, 2023

10.0 ACKNOWLEDGEMENT TO COMPLY AND IMPLEMENT

This is to acknowledge that we:

10.1 Reviewed the policies and procedure herein;
10.2 Agree with contents hereof; and
10.3 Commit to strictly implement these policies and procedures.

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