App4Legal Backup Policy

🔲 Unknown macro: 'html'
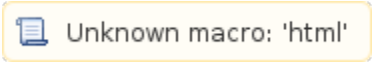
Backup & Restore:

1. The backups of the Applications are done on regular bases.
2. The backups are normally done in a time-frame where there is minimal activity on the Customer Application.
3. The backups of the Application is a full backup of all the data.
4. The backups are done on two levels:
   a. Hosting Provider Backup: Which is the backup of the whole image of the Infrastructure Server that is holding the Customer Application.
   b. Manual Backups: Regular Backups that are done on the server level, which is a more detailed backup of the files and folders of the application, and should act as another backup plan in case the first backup failed to restore.
5. Below is a table containing the RTO, RPO & Retention information about the mentioned backup procedures above:

Information	1st Backup Method	2nd Backup Method
RPO	24 Hours	24 Hours
RTO	2 Hours	4 Hours
Retention Time	7 Days	7 Days

Sanity Checks & Backup Resilience:

1. Backup Restoration Tests are periodically conducted to test the **Backup & Restoration** process is working properly.
2. The Sanity Checks of the backups are conducted on Local/Cloud machines.
3. The Sanity Checks are done every **1 Month** of the latest backup that is taken.