BESSEGGEN BACKUP AND RECOVERY POLICY

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ADDRESS: OFFICE NO 1115,ASTRALIS SUPERNOVA PLOT NO 3
FLOOR NO 11, SECTOR 94 NOIDA GAUTAM BUDH NAGAR-201301, UTTAR PRADESH, INDIA, 201301
LLP IDENTIFICATION NUMBER: AAM-6165 (2018-19)

Document Control

Document Name	Backup and Recovery Policy
Abstract	This document describes the Backup and recovery policies of data at Besseggen Infotech LLP.
Security Classification	Internal
Location	SECTOR-94, NOIDA, GAUTAM BUDH NAGAR-201301

Authorization		
Document Owner	Reviewed by	Authorized by
IT Team	Head – IT	Head – IT

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Distribution list
Chief Information Security Officer (CISO)
Auditors (Internal & External)

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TABLE OF CONTENTS

ADDRESS: OFFICE NO 1115,ASTRALIS SUPERNOVA PLOT NO 3
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LLP IDENTIFICATION NUMBER: AAM-6165 (2018-19)

1. Purpose

This policy defines for application and database servers within Besseggen Infotech LLP which are expected to have their data backed up. This policy is designed to protect data in the Besseggen Infotech to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

2. Scope

The scope of this policy includes users' critical data, server data, application data etc.

3. Policy Statement

Backup is an important aspect of data recovery of critical application data. IT is responsible for selecting appropriate methods of backup and recovery.

DEFINITIONS

Backup - The saving of files / database onto magnetic tape or other offline mass storage media i.e. USB hard drive for the purpose of preventing loss of data in the event of equipment failure or destruction.

Archive - The saving of old or unused files / database onto magnetic tape or other offline mass storage media for the purpose of releasing on-line storage room.

Restore - The process of bringing off line storage data back from the offline media and putting it on an online storage system.

4. Responsibility for Policy

The HEAD – IT is responsible for development, maintenance, implementation, operation and escalation of enforcement of these policies and standards.

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5. Procedures

Trading Applications Backup

- ✓ Full backups are performed on all trading day evening for list of files like Orders, Trades, Positions, Risk and User management, Account etc. from trading terminals
- ✓ Full back up is performed on all trading day evening during EoD for database.
- ✓ Weekly backup is performed as per defined schedule.
- ✓ Monthly backup is performed as per defined schedule.

Other Applications & Devices Backup

- ✓ Incremental backups are performed for important servers' everyday evening at defined time.
- ✓ Weekly Full backups are performed as per defined schedule
- ✓ Monthly backup is performed as per defined schedule.
- ✓ Networking devices backup is also performed as per defined schedule.

Tape/USB Drive Storage

There shall be a separate or set of USB Drive / tape for each backup day including Monday, Tuesday, Wednesday, Thursday and Friday. Backups performed Monday through Friday shall be written on USB HDD / tape and sent to remote locations.

Tape/USB Drive Cleaning

Tape/USB drives shall be cleaned weekly and the cleaning tape shall be changed as per usage and manufacturer specification.

Archives

Trading Application data

Archives are made at the end of every financial year in March and kept for at least ***7 years*** for data.

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Non-Trading

Archives are made at the end of every financial year in March and kept for at least 3 years for data.

Restoration Process

- ✓ Trading database restoration will be performed once in a month and logs will be maintained for successful restoration.
- ✓ Other application restoration takes place once in a 3 to 6 months and logs for the same are also maintained.
- ✓ User data restoration will take place as a request comes from the user with appropriate approval.

Tape/USB Drive Storage Locations

Tapes/USB Drives used for backup shall be stored in a fireproof safe locker and also in other office premises.

6. Enforcement

Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, or legal action as appropriate, or both. No provision of this policy will alter the at-will nature of the employment relationship at Besseggen Infotech LLP.

7. References

- Backup and restoration Schedule Sheet
- Backup and restoration log sheet

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