# Scope

This work instruction covers all systems that have a controlled configuration.

# Responsibilities

Director (CISO) is responsible for implementing all configurations.

# Work Instruction

This work instruction relates to three types of recovery operation in the event that a system needs to be restored:

* 1. Data centre data recovery:

Retirement Capital has a contracted service with XXX which includes the back up of all hosted virtual servers. In the event that a backup has to be restored, the Director (CISO) and/or relationship owner will request the specific backup to be restored by XXX.

* 1. Google Drive:
     1. The Google Drive is replicated to the Retirement Capital in-house server in real time, so there is always a local version in case the link to Google fails.
     2. If a single file needs to be restored after deletion, this can be requested of Google within one month of the deletion of the file.
     3. Should the entire Google G-Suite Cloud service require restoration from a backup, this is requested of Google, who will create a new dummy domain to which the archive file can be restored.
  2. Local server:
     1. Snapshot backups are taken monthly, should one of these need to be restored, the server snapshot restoration routine will be followed from the server administration dashboard.

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Director (CISO) on 214th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature:

Date: 14/11/2020

**Change History Record**

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| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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