

# Business Continuity Planning Policy

To maintain the continuity of our services and platforms we will continual analysis our needs, ensure our solution if fit for purpose, that the solution is implemented, tested and maintained.

The basic structure of our solution at present is to use community resources including:

- Dropbox and share-point file storage services
- Codes and methods through the GitHub platforms
- Commercial software with maintained cloud services
- The data and tools on the cloud services will be mirrored on local servers.



We will review the changes in service provider regularly and migrate as technologies change.

**Recovery Time Objective:** We have no fixed time objectives. For distribution to cloud services we anticipate limited impact on our ability to deliver services in the short term (due to data mirroring). Local power disruption would disrupt our services. For critical service recovery temporary relocation, we enable us to recover quickly.

Signed by Paul Sayers, Partner



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