

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Information Technology / Information Systems	ITIS		410
Subject Title	Adopted	Last Revised	Reviewed
Back up and Disaster Recovery	2/28/23	1/2023	11/25/24; 11/24/25

### POLICY

#### Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1. Intent

The purpose of this policy is to ensure the continuity and recovery of business following the loss of IT Resources.

#### 2. Purpose

To establish the minimum requirements associated to disaster recovery and business continuity.

#### 3. Disaster Recovery and Business Continuity Scope

3.1. All Departments using IT Resources must be considered in the documented Business Continuity (BC) and Disaster Recovery (DR) plans.

3.2. The following recovery maintenance activities must be conducted periodically:

3.2.1. Review the BC and DR objectives and strategy,

3.2.2. Update documented BC and DR plans,

3.2.3. Update relevant internal and external contacts lists,

3.2.4. Conduct a DR simulation/tabletop exercise,

3.2.5. Conduct a DR telecommunication exercise

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Nancy Patera, Board Chairperson	Date		