Information Technology Policy

Purpose

Information technologies (IT) are vital to Company operations. They are tools that improve the quality and efficiency of our work. They are the repositories for critical and sometimes highly proprietary corporate information. The improper access to or the destruction of these resources will have serious consequences for the Company. It is the purpose of this policy to:

- Ensure the corporate IT resources are appropriately protected from destruction, alteration or unauthorized access.
- Ensure that these protections are accomplished in a manner consistent with the business and work flow requirements of the company.

Definition

Information technologies include:

- Computer hardware and peripherals
- Software
- Electronic data stored on standalone devices, networks, diskettes, databases, etc.
- Network infrastructure devices

Scope

This policy covers all Company employees, consultants, agents, and others (collectively, employees) working on any premises of the Company.

Responsibility

- Every Company employee is responsible for complying with this policy.
- Managers are responsible for ensuring that their staff complies with this policy.
- Managers may include the compromise of Company information security as part of a performance evaluation.

Guidelines

- Application Software Event or Error Logs should be carefully preserved for future audit trail or data recovery.
- Database backup should be taken on every day and moved to tape drive archive on daily basis.
- Local Server and Backup Server should always hold last taken Database backup.
- Database Backup including source code written to tape drive shall be preserved.
- Proper labeling of Tape drive should be done for quick access
- Data written in tape drive shall be encrypted.
- Tape drives should be kept in safe custody.
- Tape drives should be stored in a fireproof environment.
- Data written to tape drives should be randomly picked and consistency and correctness of data should be verified.
- Backup responsibility should be given to qualified System department member.
- Backup activity log should be maintained.

Backup Procedure

Steps

- Backup jobs are scheduled on each server for each and every database at night after the completion of all front / back office processes. These backups are created on local server.

- These Backups are then transferred from local servers to our main Backup Server. The transfer/copy of backups is done by running a VB based application which is scheduled after the completion of database backup job.

- Next morning all database backups are written manually into tape, having capacity of 400GB, from Main Backup Server. We use one tape for one day backup i.e. for 6 days backups we use 6 tapes.

- Transaction log backups are taken, on local server, at every one hour. In case of any failure we use last full backup and latest transaction log backup and restore them to recover data.

- We randomly select a backup and restore it to verify correctness of data.

- Once in a week, we randomly take one or two tapes from our library and restore them to check the condition of tapes.

Responsibility

System Manager delegates a member of the system department to perform regular backups. The delegated person develops a procedure for testing backups and test the ability to restore data from backups on a monthly basis.

Tape Storage Locations

Offline tapes used for nightly backup are stored in an adjacent building in a fireproof safe. Monthly tapes are stored in our other facility in a fireproof safe.

Geographically Distinct Backup Facility, Including a Geographically Diverse Staff

An Internet-based methodology allows virtual access to most of its systems from any remote site. The Company does not have a physical relocation site. The business recovery plan takes into consideration the multiple locations and Internet-based methodology. The Company does maintain duplicate business functions in different sites of all critical business applications. Servers in Kolkata and Chennai are backed up nightly onto tape, and tapes are kept in offsite.