

Business Data and Continuity Plan

Print4UK Limited 2011

Data Storage

Primary Job Data on Print4UK servers is automatically backed up daily to local directly attached storage which is a local mirror of all working data. This provides protection against data loss due to media or primary storage equipment failure. This local mirror is at the level of files and folders, which is directly usable, as opposed to sequential media backups or backups which create a single archive. Additionally, this approach provides greater transparency, lends itself to easy data integrity checks and allows data in backups to be quickly located. Data is archived to dedicated directly attached drives which are in turn mirrored daily in the same way as primary data.

Critical servers are additionally imaged incrementally on a daily basis so they can be reinstated more quickly in case of equipment failure.

The local mirrored data is itself mirrored weekly onto portable storage which is then taken off site. This protects against theft, fire and other disasters which may affect on site data storage at Print4UK.

Continuity Plan

In order to ensure that we can provide continuity of production, we have agreements in place with 5 local companies (providing both litho and digital print services) who will provide support in the event of any major disaster at our site that affects production.

The quality and delivery timescales of any jobs placed with this local network will be as close as possible to the same high standards that we achieve and will enable us to maintain our service until such time as capability at our own site is restored.

All subcontracted work within this period will be press passed and overseen by at least 1 fully trained member of the Print4UK team.

Our insurance policies are arranged through an associated member of the BACP with the express aim of providing a fast response to any disaster.

We will review this policy on a regular basis.
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