



eTapestry Data Backup and Storage Plan



At eTapestry we employ the highest standards of security for protecting and maintaining the security of our customer's data. The following information highlights just one aspect of our overall security – but one that is critical to our customer.

Purpose

To insure that we maintain a process of data backups and storage of production server data that protects our customers' data in the event of catastrophic circumstances. The plan incorporates several levels of redundancy that eliminates potential loss of data.

Overview

Production server data (incremental backup) is backed up onto tapes daily. Two copies are made – one is maintained at the hosting facility and the other is taken to a secure offsite storage location. In addition 2 full backups are made each week off the production server. One is kept at the hosting center managed by One Call Internet, and the other is picked up and stored off-site at a local bank safe deposit box every week. Also weekly, a tape backup is made off the eTapestry internal server (which stores a local backup of the production server) and is stored in a fireproof safe kept at eTapestry headquarters.

Activities

Daily

- Incremental tape backup made of production server and stored at hosting facility
- Second backup made and stored at offsite location

Weekly

- 2 full system backups made of Production server – 1 kept at One Call Internet, the other taken off site to safe deposit box
- Tape backup made off the local eTapestry server and stored in a fireproof safe kept at eTapestry offices

Monthly

- Backup tapes from both units tested to insure the restore procedure is working properly
- Full backup copy of Production server made and stored in bank safe deposit for period of one year
- Full backup copy of internal server made and stored internally in fireproof safe for period of one year

Quarterly

- Firedrill performed that would simulate Production server failure and the loading onto an alternative/temporary server

These procedures are constantly being reviewed, revised, and updated in an effort to continually provide the best security and protection for our customers.

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