

Back-up Policy

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Overview

This is the backup policy for the systems and data relating to Kulu Valley platform. These systems include, but are not limited to, the software components and customer data that comprise the Kulu Valley platform. The parts of the platform that are expected to be backed up include, server infrastructure, any relevant database tables, the media assets, Kulu Valley application code, associated components, and relevant configuration.

Purpose

This policy is designed to protect software and customer data in the Kulu Valley platform, to ensure it is not lost, and to guarantee recovery in the event of an equipment failure, intentional destruction of data, or disaster.

Scope

This policy applies to all equipment and data owned and operated by Kulu Valley Ltd and any 3rd party hosting providers used by Kulu Valley Ltd.

Definitions

Kulu Valley Platform – includes; server infrastructure, any relevant database tables, the media assets, Kulu Valley application code, associated components, and relevant configuration.

Backup - The saving of files and data onto offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.

Archive - The saving of old and/or unused files onto mass storage media for the purpose of either releasing on-line storage room or for specific compliance-related data storage requirements.

Restore - The process of bringing off line storage data back from the offline media and putting it on an online storage system such as a file server.

Timing

Full backups are performed every night, seven days a week.

Storage

All data backups are transferred to an offsite location for storage. Data transfers take place over SSL connections and back-up data is encrypted using AES-256 bit security.

Testing

The ability to restore data from backups shall be tested at least once a year.

Data Backed Up

Data to be backed up includes but is not limited to the following information:

- Database server and all relevant database tables
- Customer Data: Media, image and document assets
- Kulu Valley application code and components
- Kulu Valley application configuration
- Server OS configuration
- Web server and configuration

Archives

Currently no offsite archives are made. All data is stored within the Kulu Valley platform and backed up as per the above.