



PVR Workstation Backup Policy

Version	1.0
Ownership	Office Of The Chief Information Officer PVR LTD.
Amendments & Termination Rights	Office Of The Chief Information Officer PVR LTD.
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Previous Version	N/A

1 Objective:

Data to the employee as well as to the organization is a vital asset. There are numerous possibilities or occurrences when data could be lost or damaged. In order to avoid such situation, it is imperative that it be safely and securely captured, copied, and stored.

The goal of this document is to outline a policy that governs how and when data residing on company workstation will be backed up and stored for the purpose of restoration. In addition, it will address methods for requesting that backed up data be restored to individual systems.

2 Scope:

This policy is applicable to all employees of PVR and the group companies based at the Corporate Office Gurgaon.

3 Advantages of Centralized Backup:

- Uniform backup process for all employees
- The computer can be programmed to backup automatically
- Files are compressed and take minimum space
- The backup can be verified by user, backup data are checked before backup is commenced
- The backup procedure is easier and reduces restoration effort.

4 Methodology/ Process

The execution of adequate data backup is a responsibility of user as per the below guidelines:

- All user will be given a dedicated folder on their machines to keep the data required for backup.
- All files considered for backup must be copied on the defined folder by the user on regular basis.
- The automated backup process for the folder will be scheduled as per below table:

Department	Accounts	Commercial	Design	Engineering	Finance
Schedule	11 AM Daily	11 AM Daily	3 PM Daily	4 PM Daily	4 PM Daily
Department	HR	IT	Legal	Marketing	Training
Schedule	12 PM Daily	1 PM Daily	4 PM Daily	11 AM Daily	5 PM Daily
Department	Administration	ED-MD	F n B	BD	Q & A
Schedule	12 PM Daily	1 PM Daily	4 PM Daily	11 AM Daily	5 PM Daily



4.1 Users Responsibility

- The backup process is strictly for official data, no personal data will be allowed in backup.
- The user must save/ keep files under the folder name "MyBackupFolder" which can be found on their respective system drive on C/D/E/F.
- The user should not exceed the defined limit of 25 GB for his data backup.
- The data retention limit is defined on the allocated folder space i.e. 25 GB.
- For critical data, user may opt to keep the data on CD-DVD

4.2 IT Helpdesk Responsibility

- IT Helpdesk will allocate and make available a back-up folder to the user.
- Installation of agent on all user system which falls under the scope of this policy.
- The Helpdesk will assign specific rights to individual user for restoration or doing manual backup.
- Helpdesk will take the final decision to limit the amount of space that is used to store backup files.
- Upkeep of the backup server and capacity management

4.3 Restore Policy

In the event that an end-user requires or desires a data restore, the following process is to be followed:

- User may restore the selected files at any given point of time
- If a user has a restore problem, they can contact the IT Helpdesk.
- At any point of time, user will be able to see the files backed up from his machine on network folder.
- In the event of unplanned downtime, attack, or disaster, consult the IT Helpdesk for full restoration procedures.

Reviewed
Ajaykumar
24/1/17

POLICY REF NO: PVR/IT-Ops/Backup-Policy/E-002

NAME OF POLICY	IT Backup and Restore Policy
REASON FOR POLICY	Identifies approach and responsibilities for backup and restore of IT systems and data under PVR ownership and control.
WHAT THE POLICY WILL ACHIEVE	To ensure that the data held in servers has its integrity and availability retained in supporting business operations.
WHO NEEDS TO KNOW ABOUT IT?	IT Department Staff, Information System Owners, System Administrators, all users of the PVR Data network
DATE APPROVED	1-Sep-2016
VERSION NUMBER	2.0
APPROVING Authority	Rajat Tyagi Chief Information Officer
DATE OF IMPLEMENTATION	1-Oct-2016
REVIEWER	Mani Bhushan General Manager

Revised
Rajat Tyagi
24/1/17

Policy Statement:

To implement a backup system to recover from catastrophic losses, hardware failure or any kind of data loss on a single Machine or Server at Cinema.

Applicability:

This is applicable for all PVR Cinemas

Operative Guidelines:

Requirement for Backup

Backing up of cinema transactional data is necessary because valuable transactional data can be lost-
A Hard Disk can be break down or collapse
Fire damage can destroy Server hard disk
To Safeguard important financial data, which have a cost to PVR.

Advantages of a backup program:

Multiple Folder/Data files can be selected
The Server can be programmed to backup automatically
Files are compressed and take minimum space
The Backup can be verified by restoration at Backup Server
Restoration process is verify the data integrity and reduces the errors

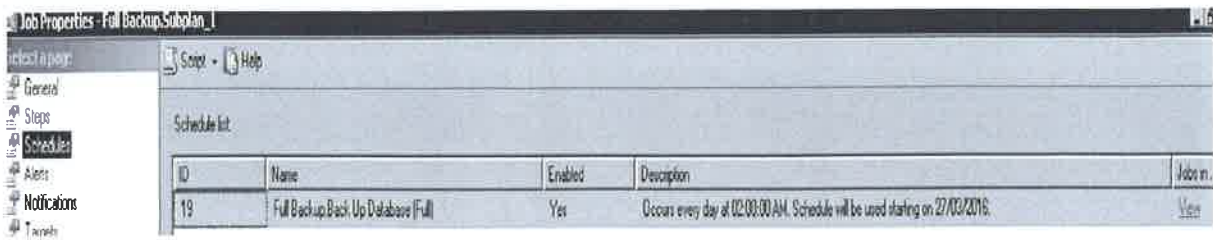
Responsibility:

Sr. IT Administrator/IT Administrator is responsible for implementation of this procedure.
Regional Manager IT is responsible to ensure that the proper data is being backup up by Sr. IT Administrator/IT Administrator for their Cinema.
Daily backup logs will be maintained to ensure Data Backup Status
Quarterly Backup Restore logs & Quality check to ensure backup integrity.

Backup Process:

Backup schedule is an essential part of data protection strategy. Backup are accomplished by storing data in backup Server or IT Administrator workstation.
Full Back up is taken every night as per Cinema working on auto mode.
Differential backup is taken on whole day on auto mode in time Interval as per data size in Cinema.
Sr. IT Administrator/IT Administrator responsibility to verify the Daily backup of Server data.

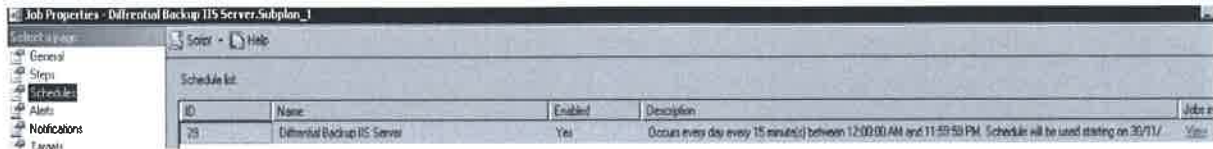
The Daily backup strategy on a Daily plan is as follow:



The screenshot shows the 'Job Properties' window for a job named 'Full backup.Subplan_1'. The 'Schedules' tab is selected, displaying a 'Schedule list' table with one entry.

ID	Name	Enabled	Description	Job n.
19	Full Backup Back Up Database (Full)	Yes	Occurs every day at 02:00:00 AM. Schedule will be used starting on 27/03/2016.	View

The Differential backup strategy on a Daily plan is as follow:



The screenshot shows the 'Job Properties' window for a job named 'Differential Backup IT5 Server.Subplan_1'. The 'Schedules' tab is selected, displaying a 'Schedule list' table with one entry.

ID	Name	Enabled	Description	Job n.
75	Differential Backup IT5 Server	Yes	Occurs every day every 15 minute(s) between 12:00:00 AM and 11:59:59 PM. Schedule will be used starting on 30/7/17.	View

Scope:

This procedure is applicable to Backup Schedule of the data on Cinema Server, Backup Server and IT Workstation.

Restore Process

In the event that Cinema requires or desires a data restore, the following process is to be followed:

Sr. IT Administrator/IT Administrator enable the SQL Services in Backup Server.

Restore the Full Data last copied in backup Server.

Capture the snapshot of each state of SQL restoration process till successful restoration of data.

