



ELECTRONIC DATA BACKUP POLICY STATEMENT

This Data Backup Policy outlines the principles and procedures for the secure and effective backup of digital information to safeguard against data loss, corruption, or other unforeseen incidents. The primary goal is to ensure the availability, integrity, and recoverability of critical organizational data.

This policy applies to all electronic data generated, processed, and stored by DBN on any of its servers. Daily automated backups will be conducted to capture changes in data due to its criticality and update frequency.

Daily incremental and weekly full backups will be employed. Data will be encrypted during the backup process to ensure confidentiality. The backup drives are maintained in a secure offsite location and in a fire-proof vault in the office to mitigate risks associated with on-premises disasters.

Regular tests are carried out to ensure the reliability of the data restoration process and integrity of backup media.

The roles and responsibilities of individuals involved in the backup process, including system administrators and IT Support personnels are clearly defined and communicated.

Backup logs to track the backup status, including successful completions and failures are regularly updated.

The procedures for responding to data loss incidents, ensuring a prompt initiation of data restoration from backups are well established in the *DBN-IT-PRO-00091-E_Procedure for Backup and Recovery of Data*.

This policy aligns with relevant laws, regulations, and industry standards governing data protection, privacy, and information security.

This policy will be reviewed annually and updated as necessary to reflect changes in technology, business requirements, or regulatory environments.

This Policy is issued with my authority and approval and all concerned are responsible for compliance with its provisions.

A handwritten signature in blue ink, appearing to be 'K. BELKAID', written over a horizontal dashed line.

Karim BELKAID
Managing Director
January, 2024