



## **IT Backup and Recovery Policy**

This is a statement of the practices of Holocaust Education Trust Ireland (HETI), of Clifton House, Lower Fitzwilliam Street, Dublin 2 Ireland in connection with the backup and recovery of data created and/or used by the Organisation.

Holocaust Education Trust Ireland (HETI) adopts the strictest reasonable precautions and policies in relation to the safe backup, retrieval and recovery of data. The organisation exclusively uses safe and industry-standard data storage services. All data is stored on cloud services. No substantial amount of data is stored on personal computers or electronic devices. All data created and used by HETI is stored on at least one of the following services:

- **Dropbox**
- **Google Drive**
- **iCloud**
- **Gmail**
- **WordPress**

All data from 'hetireland.org' is backed-up and saved twice a week. The most recent 30 backups are retained. The earliest backed-up copy of 'hetireland.org' at any given time is therefore dated to exactly 15 weeks preceding the latest backup. These back-ups are maintained to the extent that the entire website, and any file contained therein, may be fully restored to any saved back-up at any given time.