

Data is one of the most precious resources of an organization. It provides key insights about employees, customers, products and competitors. It's collected from a whole host of sources and can make or break a firm's success.

Data recovery is the process of restoring the data that has been deleted, corrupted or made inaccessible unknowingly. The data backup of Ganesha Overseas Pvt. Ltd. (hereinafter called 'Ganesha Overseas' or the Company) is done at our data center at Kanpur. For recovering data, various methods are put together so that no data is lost. Our company follows a variety of methods and objectives to retrieve the lost data.

1. Data Loss:

There are various factors from which data can be lost. It can be lost by crashing of hard disc, failure of software or even by human error. Some of the reasons data can be lost are:

- Human Error
- Viruses & Malware
- Hard Drive Damage
- Power Outages
- Computer Theft
- Liquid Damage
- Natural Disasters
- Software Corruption
- Hard Drive Formatting
- Hackers

2. Data Recovery:

There are different processes for recovering data which are based on the circumstances of how the data was lost; whether the data was deleted, or formatted, or deleted without taking any backups or if the data got corrupted. There are various tools which are used for such retrieval processes.

Recovery of data is only possible because a file and the information about that file is stored in different places. The actual file to be recovered may still be on the hard drive in flawless condition. If the file still exists and it is not damaged or encrypted, it can be recovered. If the file is damaged, missing or encrypted, there are other ways of recovering it. If the file is physically damaged it can still be reconstructed.

3. Data Protection Objectives:

Our organization has certain set policies in place for data recovery. This could be for in-house or services that are offered to their clients.

- a) To define and apply a clear backup and restore standard for all informational systems.

- b) To prioritize systems according to data sensitivity.
- c) To definition backup and recovery standards as per data prioritization.
- d) To prevent the loss of data in the case of an accidental deletion or corruption of data system failure, or disaster.
- e) To permit timely restoration of information and business processes, should such events occur.

4. Organizational Policy:

Ganesh Overseas undertakes the following measures for data protection and backup;

- a) Data will be protected by regular backups.
- b) All backup data must be stored in an encrypted manner.
- c) Backup copies must be stored in an environmentally protected and access controlled secure offsite location.
- d) Stored copies must be made available upon authorized request.
- e) A record of the physical and logical movements of all backup copies would be maintained.
- f) Appropriate procedures would be in place for the handling and storage of information to prevent unauthorized disclosure, misuse, or loss.

A handwritten signature in black ink, appearing to read 'Sirely'.

Authorized Signatory