



## **ABC Sports Learning Ltd/Manchester Cycling Academy**

### **Disaster Recovery Policy**

#### **1. Introduction**

This policy outlines the disaster recovery procedures and strategies to be followed by ABC Sports Learning/ Manchester Cycling Academy in the event of a disaster that disrupts normal operations. The primary goal of this policy is to ensure the timely recovery of critical data, systems, and operations to minimize downtime and maintain the continuity of education services.

#### **2. Policy Objectives**

To establish a clear framework for responding to disasters and minimizing their impact.  
To define roles and responsibilities for disaster recovery efforts.  
To ensure the availability, integrity, and security of critical data and systems.  
To provide guidelines for testing and updating the disaster recovery plan.

#### **3. Disaster Recovery Team and Roles**

3.1 Disaster Recovery Team: A designated team consisting of representatives from relevant departments will be responsible for coordinating and executing disaster recovery efforts.

#### **3.2 Roles and Responsibilities:**

Disaster Recovery Coordinator: Overall responsibility for managing the disaster recovery plan, coordinating activities, and ensuring adherence to the policy.

IT Administrator: Responsible for restoring and recovering IT systems, networks, and infrastructure.

Data Custodians: Responsible for data backup, storage, and recovery of critical educational data.

Communication Officer: Responsible for internal and external communication during and after a disaster.

Facility Manager: Responsible for coordinating facility recovery efforts, if applicable.

#### **4. Risk Assessment and Classification**

Identify potential risks and categorize them based on severity and impact. Common risks may include hardware failure, data corruption, cyberattacks, natural disasters, etc. Prioritize risks based on potential impact and likelihood.

## **5. Data Backup and Recovery**

5.1 Data Backup Strategy: Regularly backup critical educational data, including student records, course materials, financial information, and administrative data.

5.2 Off-Site Storage: Maintain off-site backups to ensure data availability in case of on-site disasters.

5.3 Backup Testing: Periodically test the data restoration process to ensure backups are valid and can be successfully restored.

## **6. IT Systems and Infrastructure**

6.1 Systems Inventory: Maintain an inventory of critical IT systems, applications, and infrastructure required for education services.

6.2 System Recovery: Develop step-by-step procedures for recovering and restoring IT systems to operational status.

6.3 Redundancy and Failover: Implement redundancy and failover mechanisms where feasible to minimize downtime.

## **7. Communication Plan**

Develop a communication plan that includes internal and external stakeholders. Clearly define communication channels, contact lists, and procedures for disseminating information during and after a disaster.

## **8. Testing and Training**

8.1 Testing: Regularly conduct disaster recovery drills to validate the effectiveness of the plan and identify areas for improvement.

8.2 Training: Ensure that all relevant staff members are trained in disaster recovery procedures and their respective roles.

## **9. Plan Maintenance and Review**

Periodically review and update the disaster recovery plan to reflect changes in technology, processes, and organizational structure. Assign responsibility for plan maintenance.

## **10. Documentation**

Maintain thorough documentation of the disaster recovery plan, including procedures, contact information, roles, responsibilities, and test results.

## **11. Compliance and Reporting**

Ensure that the disaster recovery plan complies with relevant regulations and standards. Report on the status of disaster recovery readiness to senior management as required.

## **12. Implementation and Approval**

This disaster recovery policy will be implemented on 1st August 2023. It has been reviewed and approved by the Board of ABC Sports Learning Ltd on 30th July 2023

### **Review**

This policy will be reviewed on June 1st 2024

A handwritten signature in black ink, appearing to read 'Stefan Hopewell', is written on a light-colored, slightly textured background. The signature is written in a cursive style and is positioned above a short horizontal line.

Signature:  
Stefan Hopewell  
Director

### **Review**

This policy will be reviewed on Sept 30th 2025