

Data Backup and Archiving Policy

- Data is held on a Microsoft Azure platform, within the Microsoft UK data centres only, specifically Microsoft UK South data centre with backup in Microsoft UK North data centre.
- Data on the server is encrypted both at rest and when in transit in both directions between the input device and the server.
- Servers are currently backed up once a day and are retained for 30 days.
- Instant recovery snapshots are retained for two days.
- Backups are stored in a Recovery Services vault, separate from the main data.