

# The DDC Group: Disaster Recovery



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## Disaster Recovery

Each unit is self supporting and has the ability either to work on a stand alone basis or jointly with other units. If a disaster were to occur in one of the units, production could be moved to other units.

POTENTIAL DISASTER	RECOVERY
D1. Power Failure	R1. All units have access to a back up generator
D2. Telecommunication failure	R2. Switch between providers or revert to Air Courier
D3. Complete building disaster	R3. Switch to one of the other units
D4. Complete building disaster	R4. Switch between separate geographic locations or to our 'Cold' Disaster Recovery Facility.
D5. Employee Strike	R5. Business units are not linked but operate as semi-autonomous businesses. (No labour union link).

### Migration of Production from a Unit or Units

All software, procedures and audit logs are kept electronically and backed up in several locations so migration from any unit is simple and quick. All procedures and process flows are the same throughout the units. Images transmitted to the units are also backed up in both DDC and our offshore facilities. All 10 offshore units have the ability to push and pull images from DDC onshore operations.

### Testing of Disaster Recovery

All back up generators are checked and maintained on a regular basis. As a matter of course we use 5 different communication providers. Although we scan and send images via telecoms we still use air courier to send CD/DVDs of images and hardcopy documents where required.

### Migration of Production

Some projects have peaks in which we need additional capacity for a short period. This is dealt with in some cases by pushing a percentage of the processing to other units. This tests our ability to move data and the migration and implementation of live projects between units.

