BMD SECURITIES LIMITED

BACKUP POLICY

Policy created by	Designated Officer
Policy reviewed by	Technology Committee
Policy reviewed on	31-12-2024
Policy Approved by	Board of Directors
Policy approved on	28-04-2025

Version – 1.0

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Purpose

The purpose of this Backup Policy is to establish guidelines and procedures for the regular and secure backup of critical data at our Company. This policy aims to ensure the availability, integrity, and recoverability of data in the event of data loss, system failures, or unforeseen disasters.

Scope

This policy applies to all employees, contractors, and third-party vendors who have access to and are responsible for managing critical data within the stock brokerage firm.

Policy Guidelines

Data Classification

- Data will be classified based on its sensitivity and importance to the business.
- Backup strategies will be aligned with the classification of data.

Backup Frequency

- Critical data will be backed up regularly, with the frequency determined by the data's criticality and change rate.
- Full system backups will be performed periodically.

Backup Storage

- Backup data will be stored in secure, offsite locations to protect against on-site disasters.
- Multiple copies of backup data will be maintained to ensure redundancy.

Retention Period

- Backup retention periods will be established based on regulatory requirements, business needs, and data classification.
- Old backups will be periodically reviewed and purged in compliance with retention policies.

Encryption

- Backup data, both in transit and at rest, will be encrypted using industry-standard encryption algorithms.
- Encryption keys will be securely managed.

Testing and Verification

- Regular tests and verifications of backup and restore procedures will be conducted to ensure data recoverability.
- Testing will include both full and incremental backups.

Documentation

- Comprehensive documentation of backup procedures, schedules, and restoration processes will be maintained.
- Employees responsible for backup procedures will be adequately trained.

Monitoring and Alerts

- Backup systems will be monitored for any failures or anomalies.
- Alerts will be generated and promptly addressed to maintain the integrity of the backup process.

Compliance and Legal Considerations

Regulatory Compliance

- The backup policy will adhere to relevant financial regulations and industry standards.
- Regular audits will be conducted to ensure compliance.

Audit and Assessment

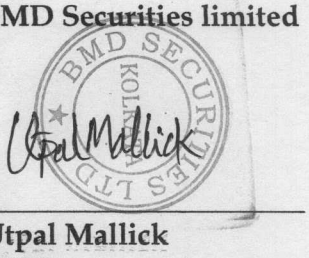
Periodic audits and assessments will be conducted to evaluate the effectiveness of the backup policy and procedures.

Employee Responsibilities

Employees are responsible for adhering to backup procedures and promptly reporting any issues or concerns related to data protection.

Change in the Policy will be adopted as and when required by the company and is binding on all the Staff/Employees/and Directors of the Company.

BMD Securities limited



Utpal Mallick
CISO
Dated: - 30-04-2025