

21.10 Computer Backup of Data/Systems

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure daily backup and review of computer data and systems.

Procedure:

Data backup is maintained and reviewed by an independent, qualified service provider. Data is backed up on a local server throughout each business day and transmitted to an offsite server each evening.

The inventory system is programmed to automatically update through an independent, qualified service provider. Data is backed up offsite by the service provider.