\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**DISASTER RECOVERY PLAN**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| dd.mm.yyyy | 0.1 | EUGDPRAcademy | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc496566518)

[2. Assumptions / limitations 3](#_Toc496566519)

[3. General information 3](#_Toc496566520)

[4. Roles and contact information 4](#_Toc496566521)

[5. Authorizations in a crisis 5](#_Toc496566522)

[6. Necessary resources 5](#_Toc496566523)

[7. Recovery steps for the IT infrastructure / IT services 6](#_Toc496566524)

[8. Managing records kept on the basis of this document 6](#_Toc496566525)

[9. Validity and document management 7](#_Toc496566526)

[10. Additional documents 7](#_Toc496566527)

# Purpose, scope and users

The purpose of the Disaster Recovery Plan is to define precisely how [organization name] will recover its IT infrastructure, IT services and all data (including personal data) within set deadlines in the case of a disaster or other disruptive incident. The objective of this Plan is to complete the recovery of IT infrastructure, IT services and data within the set recovery time objective (RTO).

Users of this document are members of the top management and employees necessary for the recovery of this activity.

# Assumptions / limitations

In order for this plan to work, the following conditions must be met:

* All the equipment, software and data are available as planned in [document]
* At the moment of an incident, the employees of the IT department have been transferred to the alternative site – this is the starting point for this Disaster Recovery Plan

This plan does not cover the following types of incidents:

* \*

# General information

|  |  |
| --- | --- |
| Location of the alternative site / recovery strategy |  |
| Recovery time objective: | \* |
| Person responsible for Disaster Recovery Plan activation / means of activation: | [job title] / oral or written |
| People who must be notified about plan activation / who is responsible: | [list all job titles that must be notified]; responsible [job title] |
| Person responsible for deactivation of Disaster Recovery Plan / means of deactivation / criteria: | [job title] / [oral or written] / [description of criteria] |
| Key tasks / obligations / SLAs that must be fulfilled and respective deadlines: |  |
| Minimum capacity that is required immediately after the disaster: |  |
| Period after which the normal operational level must be resumed: |  |

\*\* END OF FREE PREVIEW \*\*

To download full version of this document click here: <https://advisera.com/eugdpracademy/documentation/disaster-recovery-plan/>