

AutoRX

Data Backup Policy

Version 1 - Approved by Abdullah Adeeb

Data Backup Policy

AutoRx Solutions Backup Policy describes how often the operational and other critical data is backed up. All original (non-derived) critical data in our possession and operated on by us should be backed up.

Frequency

We periodically perform a complete backup of all critical data stored by us.

- For the data stored with and processed by vendors, please refer to vendor management policy to learn how the availability of critical data is managed.
- If a database instance is intentionally deleted by AutoRx Solutions staff in order to achieve a business objective, all associated backups should also be deleted. Database backups may only be deleted by System administrators of our infrastructure account.
- Backups should be periodically restored and tested.

Non-Compliance

AutoRx Solutions staff who violate this policy may face repercussions in proportion to the impact of their violation. AutoRx Solutions management will determine how serious a staff member's offense is and decide the appropriate penalty. Penalties may include a warning (oral/written) or suspension or termination for more serious offenses.

Questions

If you have any questions regarding this policy, please reach out to the policy owner.

End of Data Backup Policy. For version history, please see the next page.

Version History

Version	Log	Date
1 Current	Policy version approved by Abdullah Adeeb	02 Dec, 2025
1	New policy version created	02 Dec, 2025