

## **IT Data Deletion**

The current backup solution (Quest Rapid Recovery) comprises of an identical set of hardware located at both Barrhead HQ and our secondary Data Centre.

Backups are initially stored locally – on disk- at Barrhead HQ before being replicated across the WAN to DC2. The frequency of backups and retention policy can be adjusted as per requirements however the maximum we currently hold any data at present is 12 months.

Once data has reached its maximum retention period it is flagged by the backup software a ready for deletion - once flagged for deletion the data is deleted from the data repositories and the space is made available again to be used again. The retention period for data is configured and managed within the backup software and the deletion of data is part of an automated nightly process which flags the data as expired before processing the deletion.

Once the hardware has reached the end of its life we dispose of the hard drives in the same manner as we do with any other piece of hardware which would ensure that the data stored on the hard drives is destroyed in a safe manner– the current hardware has an expected end of life of March 2024 when the warranty expires.

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