



Backup and Recovery Policy

Kicol Tecnologia e Serviços LTDA

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Approved by:	Eduardo Macedo — Director / Technical Lead
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Rua Alcindo Guanabara, 17, Sala 1313, Centro, Rio de Janeiro - RJ, 20031-130

1. Purpose

To define the guidelines and procedures for performing backups and data recovery for systems and projects maintained by Kicol Tecnologia e Serviços LTDA, ensuring data availability and integrity.

2. Backup Strategy

2.1 Frequency

- **Production databases:** automated daily backup;
- **Application and configuration files:** automated daily backup;
- **Source code:** continuously versioned on GitHub (private repositories); each commit is a recovery point;
- **Server configurations:** backup after each significant change.

2.2 Storage

- Backups are stored in an environment separate from the production server;
- Backup files are transferred through encrypted channels (SFTP/SCP);
- Access to backups is restricted to the company's technical lead.

2.3 Retention

- Daily backups: minimum 30-day retention;
- Monthly backups: minimum 6-month retention;
- Backups beyond the retention period are securely disposed of.

3. Recovery Tests

Backup integrity is validated through periodic restoration tests conducted quarterly. Each test verifies data integrity and the ability to restore a functional environment.

4. Recovery Procedure

- Identification of the cause and scope of the data loss;
- Selection of the most recent intact backup;
- Data restoration in a validation environment;
- Integrity and consistency verification;
- Application to the production environment;
- Client notification, when applicable;

- Incident and recovery recording.

5. Review

This policy will be reviewed annually or whenever there are changes to the infrastructure or systems maintained.

Version	Date	Description	Owner
1.0	03/03/2026	Initial version	Eduardo Macedo

6. Approval

Eduardo Macedo

Director / Technical Lead

Kicol Tecnologia e Serviços LTDA

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