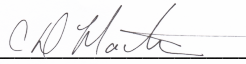




HARRIS

HARRIS COMPUTER SYSTEMS CORPORATE DISASTER RECOVERY AND BUSINESS CONTINUTIY POLICY

Corporate Officer: Dwayne Martin, Vice President of CIT

Signature: 

REVISION

Rev	Date	Author	Type	Description	Approval
1.0	08/22/16	Gina Martin/ Katie Rose	Major	Initial version of policy.	Todd Richardson
1.1	10/22/2018	Katie Rose	Minor	Annual Review	Dwayne Martin
1.2	3/25/2020 *2019 review waived as approval for 2018 review cycle completed end of Q1 2019	Katie Rose	Minor	Annual Review	Dwayne Martin
1.3	3/24/2021	Katie Rose	Minor	Annual Review, Added Definitions Document	Dwayne Martin

POLICY

Harris Computer Systems (Harris) maintains an Information Technology Business Continuity and Disaster Recovery Program. The Information Technology Business Continuity and Disaster Recovery (IT DR\BC) Program prescribes that Corporate Information Technology (CIT) and participating business units will have individual IT DR\BC Plans that include procedures for responding to an emergency, disaster or other occurrence that damages systems and/or applications which interrupts business operations. Harris takes necessary steps to ensure the confidentiality, availability and integrity of PHI, PII or other Sensitive Information.

PROCEDURE

1. Data Back Up and Storage

All back up data is retained in accordance with the Document Retention and Storage Policy and Backup, Device and Media Controls Policy.

2. Disaster Recovery

Harris will restore lost, damaged or destroyed PHI, PII or other Sensitive Information by following the IT DR\BC Program and Recovery Procedures outlined in the associated IT DR\BC Plan.

3. Emergency Mode Operations.

During an emergency, and until Harris owned servers are restored, Harris will follow procedures outlined in the IT DR\BC Program and associated IT DR\BC Plan. Recovery Declaration will be made upon the Reconstitution of computing systems and electronic data restoration to protected servers at Harris and business will then be conducted as usual.

4. IT DR\BC Program and Plan Testing

Harris will test and revise contingency plans for all repositories and procedures as outlined in the IT DR\BC Program and associated Plans.

5. Applications and Data Criticality Analysis

Harris performs a periodic review of the IT DR\BC Program and associated IT DR\BC Plans annually to identify any changes in either business functions or IT organization to ensure all updates identified since the previous review has been captured.

Contingency backups, recovery plans, loss and destruction of data and many other

components of data restoration are scrutinized for effectiveness and possible improvement.

DEFINITIONS

See attached policy definitions or [click here](#).

REGULATORY REFERENCES AND RESOURCES

45 C.F.R. 164.308(a)(7)