

Disaster Recovery Policy

August 26 V2.6



In the event of a business critical fault i.e. Entire office not able to access Eploy, or phone systems not working, you will need to report the fault to the IT Manager (currently Dan) immediately, regardless of the day, using the contact details listed below. If the first point of contact is not reachable, please move onto the next point of contact in the order listed below. Please try both office and mobile numbers.

In the event of a system outage or an office being inaccessible the Directors may decide to invoke the business continuity plan.

1st

Compliance Manager- Dan Stagg	Ext. 2003	Tel: 01372 940 808	Mobile: 07595 585 637
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2nd

Director - Craig Varney	Ext. 2001	Tel: 01372 940 808	Mobile: 07772 902 776
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3rd

Director - Laura Hunter	Ext. 2012	Tel: 01628 617 004	Mobile: 07800 850 174
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4th

Bookkeeper – Debra Pickering	Ext. 2018	Tel: 01628 882 501	Mobile: +27 827 389 735
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5th

Operations Manager – Martha Weeden	Ext. 2011	Tel: 01628 882 502	Mobile: 07702 424 347
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If you have exhausted all of the above options you will need to report the fault directly to the supplier.

CRM

Eploy – 08000 734 243

Telephones & Broadband

Your Company Mobiles (a/c YM1129) – 020 3301 1466 – ask for Joanna Rutkowska email:

Joanna@yourcompanymobiles.co.uk

Email

IONOS – 0800 021 1693

Website

Bade - badeade@hotmail.com – 07958 042 912

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Emergency Office Numbers: Marlow – 01628 484 249, Epsom – 01372 237 040(Carlton House Reception)

Issue Date: August 2026

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Review Date: August 2027

Signed:

Craig Varney : Winchmore Tutors Director