

# Merrydale Infant School



**Chair's signature...***Liz Surtees*

**Head's signature...***Mark Tipple-Johnson*

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## Disaster Recovery Plan

1. Upon discovery the Data Processor will assess if the DPO needs to be contacted and follow the GDPR Action Plan
2. The relevant manager or line manager will be contacted
3. The IT Systems engineer will be contacted and they will investigate the issue
4. Where possible the IT Systems engineer will restore Data
5. IT Systems Engineer will contact the relevant manager or line manager and deliver a report of the success of the data restoration and next steps will be discussed regarding further prevention and possible causes.