**How Adil keeps its data safe:**

**Once Adil has obtained Medical Employee’s personal documents they are store in our Warwick RI office. All documents are handled by Lori Mirabella, Branch Mgr. and Maureen Kennedy, Payroll Specialist & Admin.**

**All documents are kept in file cabinets and a locked office, which only Maureen & Lori have the keys too.**

**Documents are also scanned to the corporate office where they secure:**

**Data Protection Procedures:**

 **Employee Records and Payroll Data Backup:**

All employee-related data, including records and payroll information, is backed up

regularly. A scheduled backup process runs weekly to ensure the latest data is securely

stored. This includes sensitive files such as employment contracts, personal

identification details, and financial information.

 **Data Upload to Secure Locations:**

To minimize risks, backup data is uploaded to multiple secure locations:

1. **Cloud Storage:** Data is encrypted before being uploaded to a secure secondary

cloud storage provider.

2. **Physical Storage:** External hard drives are used for additional redundancy.

 **Yearly Backup Archiving:**

An annual backup copy is archived and stored with a different cloud vendor to ensure

long-term data preservation. These backups are organized year-wise for easy retrieval