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## **Business Continuity / Disaster Recovery Planning**

FSA's Guidance on business continuity states that a firm should have in place appropriate arrangements, having regard to the nature, scale and complexity of its business, to ensure that it can continue to function and meet its regulatory obligations in the event of an unforeseen interruption. These arrangements should be regularly updated and tested to ensure their effectiveness.

All businesses are very different so it's not possible to give detailed guidance that is appropriate to every firm.

Members should consider the following:

- Communication to staff, clients and suppliers
- Will you be able to carry on working?
  - Do you need alternative office premises?
  - Are your computer files adequately backed up?
  - Are paper files kept in fire proof cabinets?
  - Do you adopt clear desk policies?
- Will you want a disaster recovery team?
- Are your financial accounts safe?
- Are your business plans secure?

A Disaster Recovery Plan should include:

- Recovery team contact details and activity list
- Staff contact list
- Alternative accommodation requirements
- Critical Business Functions
- Critical PC or other systems
- Client & renewal lists
- Critical supplies and services

Plans must be tested (all or in part) and updated regularly.