collaborating and optimizing the
value from business information
working across Team Defence

Team Defence Information

Business Continuity Policy

Overview

As a trusted membership organisation, Team Defence Information (TD-Info) brings together Industry and the MOD, collaborating to optimise the value from business information working across Team Defence. As a trade body, funded by Industry with MOD as partner, TD-info acts as a catalyst and facilitator. This policy focuses on enabling elements of TD-Info business to ensure continued operation in the event of an incident.

Detail

Identification and Assessment of Potential Threats

The threats and their mitigation are detailed in the table below.

ID	Risk	Pre Mitigation		Mitigation	Post Mitigation	
		Impact	Likelihood		Impact	Likelihood
1	Loss of the TD-Info Offices	Low	Low	Offices can be hired and TD-Info will pursue a policy of storing data in the cloud to ensure is continued availability.	Low	Low
2	Network availability	Med	Low	Move to cloud-based Office365 profiles, so all staff can access their account from anywhere using the any machine	V Low	V Low
3	Data Loss	Med	Low	Move to cloud-based storage facilities with guaranteed availability to ensure data is available.	V Low	V Low

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		Impact	Likelihood		Impact	Likelihood
4	Key Staff.	High	Low	TD-Info have identified 2 critical key staff roles: • The MD – in the event of a crisis Tony butler can represent the MD. • The Accounts Dept – in the event of a crisis Graham Smith can stand in for Sue Russel and has access to the Accounting Software and Bank Accounts Accordingly.	Low	Low
5	Website Availability	Med	Med	Loss of the website would not stop TD-Info operating; however, an extended outage would cause issues. All distribution lists to be backed up, so Outlook can be used to maintain meeting rythm	Low	Med
6	Cyber Attack	High	Med	TD-Info outsource IT management and the service includes proactive virus and malware management of company owned assets.	Low	Med
7	Computer Equipment loss compromising data and creating a reputational risk.	High	Low	Encrypt all laptops and mobile devices utilised by staff and sub-contractors	V Low	Low

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Amendment Record

Date	Detail
1 Oct 19	V1.0 – Initial version
1 Oct 20	Annual Review, checked in light of the Covid 19 Pandemic
1 Oct 21	Annual Review
1 Oct 22	Annual Review
1 Oct 23	Annual Review
1 Oct 24	Annual Review
30 July 25	Annual Review