



HORIZON

INFORMATION | SYSTEMS

BACKUP AGREEMENT

Horizon Information Systems, Inc. is committed to being a strategic partner with our customers. With criminal internet activity on the rise, it is important that your network is protected and your data is being backed up. Please review and complete this Back-Up Agreement and return with your Maintenance Agreement.

Files and Data can be lost in many ways including but not limited to:

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|  Internet Hackers |  Building Fire |
|  User Error |  Water Damage |
|  Crashed HardDrives |  Weak Data Security Procedures |

No business or industry is immune from Internet criminal activity. We are seeing increased cases of criminal file encryption. Internet criminals send out fake emails, that when opened, will execute a program that encrypts all files and data accessible on your network. This can include files from your Horizon applications as well as Microsoft applications like Word and Excel, pictures, videos, PDFs, and anything and everything on your network.

Please answer these questions to assess your organization's vulnerability. Please circle **YES** or **NO**.

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| 1. Have your IT Technicians ensured your disk can be recovered in case of disaster? | YES | NO |
| 2. Do you have complete disk back-ups? | YES | NO |
| 3. Are your backups current, off-site, safe, and accessible in a moment's notice? | YES | NO |
| 4. Are your backups unplugged and independent from your network so that an encryption program would not encrypt your backups? | YES | NO |
| 5. Has restoring files been tested? | YES | NO |
| 6. Do you enforce a policy stating that all staff are required to close programs at night to prevent some data files from not being backed up? | YES | NO |
| 7. Do you enforce a policy regarding appropriate use of technology and warning against opening random emails and internet surfing? | YES | NO |

After a disaster is a bad time to discover that your old tapes are damaged, inaccessible, or nonexistent and that you have no way to restore lost data. Horizon Information Systems, Inc. can assist with Data Security and Backup, but this is your responsibility. Please ensure that they are being done properly. Horizon assistance is subject to staff availability and will be billable.

Mark Eppley, President and CEO
Horizon Information systems, Inc.

Authorized Customer Signature

TITLE: _____

DATE: _____