



Business Continuity and Disaster Recovery Consultancy Service Service Definition

Classification: Public

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Sapphire is the trading name of Sapphire Technologies Ltd.

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Proprietary Notice

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Overview

Sapphire provides a bespoke service, working with your organisation to develop a comprehensive Business Continuity Plan (BCP) designed to enable you to react quickly should an incident occur, depending on your requirements and what processes you may already have in place.

Our consultancy team provide guidance throughout the process helping you to produce the necessary documentation and raise awareness within the organisation.

We provide a variety of BCP exercises from Cyber security attacks to pandemic flu that are tailored to your environment. Our business continuity services include:

- Business Continuity Plans and Disaster Recovery
- Business Continuity Risk Assessments
- Security Awareness Training
- Desktop Strategic Exercises
- Threat Assessment and Threat Simulations Workshops (Ransomware for example)

Service features:

- Provide guidance to help you produce the necessary documentation.
- Raise colleague security awareness.
- Document procedures for responding to a security incident.
- How to recover daily activities within a predetermined timeframe.
- Guidance on communications strategies throughout incidents including with regulators.
- A process for standing down once the incident is over.
- Plan roles and responsibilities for people during an incident.
- A process for activating the response and guidance of management.
- Identify key assets needed to control the recovery action.
- Developing scenarios for desktop based BCP exercises.

Service benefits:

- The development of a comprehensive Business Continuity Plan (BCP).
- Incorporation of a Disaster Recovery (DR) Plan.
- Enables you to react quickly should an incident occur.
- Supports the assembly of your Business Continuity Management Team.
- Identifies roles and responsibilities for dealing with disaster scenarios.
- Defined timescales to avoid disruption to day-to-day business.
- Enables adherence to regulatory reporting requirements for incidents.

Functional and Non-Functional Detail

Prioritising cyber compliance can be your strategic edge, boosting your credibility, operational resilience, and agility in highly competitive environments. It can set you apart and open doors to growth and success. Additionally, regulatory requirements for incident reporting and management are vital to enable compliance and avoid regulatory fines for non-compliance.

Sapphire in conjunction with you will establish and document procedures for responding to a disruptive incident and how the affected elements of your organisation will continue or recover activities within a predetermined timeframe.

The business continuity plans will contain roles and responsibilities for people and teams having authority during an incident, a process for activating the response and guidance on the management of the immediate consequences of a disruptive incident including reporting and regulator engagement. This will cover:

- Legal and regulatory compliance
- The welfare of your employees
- Strategic, tactical and operational options for responding to the disruption
- Prevention of further loss or unavailability of prioritised activities
- Details on how to communicate with employees, customers and stakeholders, regulators, key interested parties and emergency contacts
- Plans to continue or recover prioritised activities within predetermined timeframes.
- Guidance on a communications strategy for mid and post the incident.
- A process for standing down once the incident is over
- Lessons learned process to identify opportunities for continuous improvement

We leverage our extensive experience and expertise to align every area of your operations with compliance standards. We will show you where you are now, where you need to get to, and work alongside your internal teams to develop an actionable roadmap. We will align you to industry best practice, NCSC guidance, in acting our IR retainer process and engage with regulators.

Sapphire's Certifications and Associations



Penetration
Testing



Security
Operations Centre

