

Data safety and archiving program:

date: 2021-01-01

To guarantee the possibly best data safety, we're saving and archiving our project data according to the following 3-stepped plan:

1) While production:

While the production is in progress, all data is saved on 5 different storages

- workstation (SSD)
- company server (4 hard drives - Raid 6)
- 2 single hard drives
- Back-up Drive (2 hard drives – Raid 1)

2) After delivery:

After final approval and delivery, all files will be stored on 4 different storages for 12 months

- company server (4 hard drives - Raid 6)
- 2 single hard drives
- Back-up Drive (2 hard drives – Raid 1)

3) Long term storage / archive:

For long term data archiving, the complete project data will be stored on:

- 2 single hard drives

All Data is stored on encrypted hard-drives. Further information of our data safety regulations, please visit our website "<https://vtaudio-production.com/general-terms-and-conditions>"

Cloud-storage and delivery information:

All files will be saved on our Cloud Storages until 10 days after delivery for download. After these 10 days all data will be deleted from the Cloud. (Cloud Services: Google Drive, Dropbox, Ionos Hi-Drive)