Data safety and archiving program: date: 2022-11-04

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://www.vtmastering.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 Service: IONOS HiDrive)

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