**IT Perspective**

The primary objective of a Disaster Recovery Plan is to enable an organization to survive a disaster and to reestablish normal business operations. In order to survive, the organization must assure that critical operations can resume normal processing within a reasonable time frame.

Please note that this document is continually subject to change.

**The Data Center**

Paycor’s primary data center located in a third party co-location facility in Lebanon, Ohio. The data center is Tier 3 data center protected by redundant generators, redundant power feeds, multiple telecom entrances into the building, and redundant air conditioning system. The co-location datacenter is protected by security guards and is protected by a card reader access system once in the facility. The co-location data center has digital video recording cameras throughout the facility. All server and storage equipment is manufactured by HP. Annual maintenance contracts are maintained on all mission-critical equipment. Paycor engages national accounting firm to conduct a SOC 1 audit of its payroll services on an annual basis.

**The Data**

Paycor’s client data is replicated near real-time to the co-located disaster recovery facility using best of breed Storage Area Networks and redundant replication appliances. The data replicates across a secure private network. Our RTO (Recover Time Objective) for basic payroll processing is 4 hours and our RPO (Recovery Point Objective) is 30 minutes. In addition, critical production files are incrementally backed up to disk on a nightly basis. The disk backups are replicated from Paycor's primary data center to the DR data center on a nightly basis. The month end backups are written to tape and are picked up by a data records management company and stored at their facility which is near the DR facility.