



Business Continuity Policy

Date last reviewed: September 2020

Insightful Research sees operational continuity as crucial to the business.

- We maintain a secure IT system using G-Suite for business which is a cloud-based, secure file storage system to which we have secure remote access from wherever we are working. The great value in this type of system is that we can gain secure access wherever/ whenever required – so should an event occur affecting our usual office or device, work can continue uninterrupted from an alternative location or an alternative device
- All data is stored securely in the cloud via Google G Suite, and is subject to Google Business Continuity and Data Recovery policies.
- We invest in the latest anti-virus and security software and ensure that all devices used for business are password protected and adequately protected.
- We use a project management portal for every project, to which clients and suppliers are invited. This provides a real-time update of every project and secure shared file storage. This means that in the event of illness or incapacity of the director, no work is lost and other project stakeholders retain access and a clear view of the project.
- Insightful Research consists of a single owner director. We have access to a network of experienced and senior researchers, who can provide support capacity if required. We regularly review our business continuity policy to ensure that it remains robust in view of any new events (extreme weather events, riots, pandemics etc.).