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Business Continuity Plan

This plan has been designed to prepare Soundtruism to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

Objectives

To provide a flexible response so that Soundtruism can:

Respond to a disruptive incident (incident management)

Maintain delivery of critical activities/services during an incident (business continuity)

Return to ‘business as usual’ (resumption and recovery)

Critical Functions: Delivery of projects within specified time lines and when international travel has not been possible as per Covid 19 pandemic. Soundtruism was able to switch to online interviews and used a network of international contacts to ensure that interviews were conducted and programmes delivered using technical systems such as Cleanfeed, Zoom, Teams and use of iPhone technologies.

Working remotely – Our teams are adept to work remotely and from home and have all the necessary equipment in place. This equipment is also available to hire from identified outside suppliers.

Communication Systems – Soundtruism relies on a variety of comms and also uses secure servers with VPN and secure messaging apps such as Signal to best ensure anonymity of sources. There is in-house knowledge and a network of support in dealing with sensitive investigations.

Soundtruism is aware of the possibility of systems being hacked and the potential problem of malware and spyware. A secure cloud storage system is in place to ensure that there are backup systems and allows for remote working and security of information. Furthermore, personal details are kept under password protection. If there is a breach, there is a data protection protocol in place – Soundtruism is registered with the Information Commissioner’s Office.

Equipment – Soundtruism has access to back up equipment and can use outside studio and equipment through hires and loans if necessary.