



*Caring is our passion... Compassion is our belief...*

NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN  
Tel: 020 3130 1773 • [www.noahealthcare.co.uk](http://www.noahealthcare.co.uk) • Email: [info@noahealthcare.co.uk](mailto:info@noahealthcare.co.uk)

## Business Continuity

Policy Number 41

### Introduction

*NOA Healthcare is conscious of its responsibility to honour its contractual obligations...*

### Policy

*NOA Healthcare will make use of existing and developing technology to safeguard the continuity of its business function in the event of unpredictable occurrences.*

*NOA JMS is securely stored off site and functions 24 hours a day, irrespective of the availability of its business premises.*

*NOA Healthcare's operating systems and records are technologically based which are backed up securely in a format that supports off site retrieval.*

*Hard copy records are only kept when absolutely necessary; off site secure storage options to be pursued.*

*NOA Healthcare Research & Development takes place off site and functions irrespective of the availability of its business premises.*

### Policy Origin

*In House Policy.*

### References

*NOA Healthcare Policy 08 Data Protection and Access to Records*

*NOA Healthcare Policy 09 Freedom of Information/Press Enquiries*

### Date Policy Active.

*April 2016*

### Review Date.

*April 2025*

### Quality Assurance Reference

*POL/41/16*