

legal services



When considering a Business Continuity Plan a company should first consider the cost of not having one in place.

How would an unscheduled interruption affect your business?

There are many unforeseen events that could render your business helpless:

- fire or flood
- damage to building
- power or communications failure
- virus attack or IT hardware failure
- theft or malicious damage
- restriction of access

Attempting to restart your business after such a disruption can, in some cases, take weeks, if not months. The impact from this generally results in one or more of the following situations:

- staff sent home (on full pay)
- loss of communications with clients and suppliers
- inability to trade
- potential loss of clients
- unrecoverable damage to business

For your business to survive a serious disruption it is essential to re-establish the business-critical functions as quickly and effectively as possible.

Business continuity - the benefits

- **Protect confidential data** including emails, client records and case files.
- **Maximise billable hours** with maximum availability of business-critical applications such as email services and document or case management systems.
- **Respond quickly to downtime** and ensure a fast return to normal operations so that clients and their cases are not adversely affected.
- **Ensure regulatory compliance**, not just satisfying the Solicitors Regulation Authority and Law Society guidelines, but also meeting industry and government standards such as those set out by the Financial Services Authority and the Data Protection Act.



Did you know?

From July 2007 **The Solicitors Regulatory Authority Code of Conduct** made Business Continuity Management (BCM) mandatory for legal firms in England and Wales.

The SRA Code of Conduct states:

- All confidential information must be appropriately protected on computer systems.
- Practice risk management assessment should include the risks to IT systems and data.
- Continuity plans in place to ensure your practice can continue in the event of a major disruption.

The Law Society's Lexcel Practice Management Standard requires Business Continuity Management Plans to be in place. This accreditation allows any type and size of practice to be subject to independent assessment to certify that they are being delivered.

“The average legal practice has the highest percentage of revenue generating workers per company of any major industry in the world.”



KEEPING YOUR BUSINESS IN BUSINESS



The Solution

The Continuum provides an affordable Business Continuity Service for the SME market. It provides bespoke solutions for your individual requirements and ensures minimal disruption to your business operations.

Facilities available include:

- full workplace recovery
- pre-equipped workstations
- full high speed internet connectivity
- telephony including DDI & VOIP
- fax, print & copying facilities
- secure server rooms
- dedicated rack space
- full technical support
- meeting & conference rooms
- rest area & kitchen facilities
- easy access & on-site parking
- secure storage & warehousing

The Continuum is centrally positioned between Leeds and Manchester on the M62 corridor, ideally located for northern based companies.



For further details please contact: **01274 772244** or email: **continuity@ks-services.co.uk**