



## Objective

**Payroll Mauritius**, as your **Data Processor**, carries out automatic daily backups of your data over a rolling 7-day period via the **Google® Cloud** hosting service, as well as daily backups for a 'reasonable' period (5+1 years) at two confidential locations in Mauritius and Europe, thereby guaranteeing the security of your data in the event of an incident.

However, as the **Data Controller**, you may wish to retrieve and use **your own data in an accessible and structured format, in accordance with the Data Protection Act 2017 (DPA)** and any current amendments in Mauritius.

**Payroll Mauritius** therefore allows you, if you hold an Administrator role, to receive, at your convenience and on a recurring basis of your choice, an **SQL (Structured Query Language) database backup** containing your data in a structured format **in accordance with the requirements set out in the DPA 2017**.

The system generates an .sql file containing your table structures and data, compresses it into a ZIP file encrypted with a password of your choice, stores it securely in the cloud, and allows authorised users to download it from the Payroll Mauritius application.

This SQL file is intended for MySQL/MariaDB. Foreign key constraints are omitted during export so that the tables can be imported in any order.

## Why SQL ?

Because this format features:

- A **tabular structure**: Data is stored in relational databases in the form of tables comprising rows and columns.
- A **strict schema**: Each column has a defined data type (text, integer, date) and rules (constraints) that the data must adhere to.
- **Integrity**: The tables are linked together by logical relationships, which ensures the consistency of the whole.

**Important Note:** For reasons of confidentiality and intellectual property rights, neither the structure nor the entirety of the SQL database used by Payroll Mauritius is made available; only your data is made available in this way, but any reconstruction of the overall data schema is prohibited, as it remains the exclusive property of Payroll Mauritius.

The export is designed as a portable SQL dump of your data for the purposes of backup, audit or migration to another MySQL-compatible database.

Restoration to a Payroll Mauritius production environment must only be carried out with the assistance of the support service, subject to a quotation.



# How to perform a local SQL database backup of your Payroll Mauritius data - Data Protection Act 2017

FAQEN169

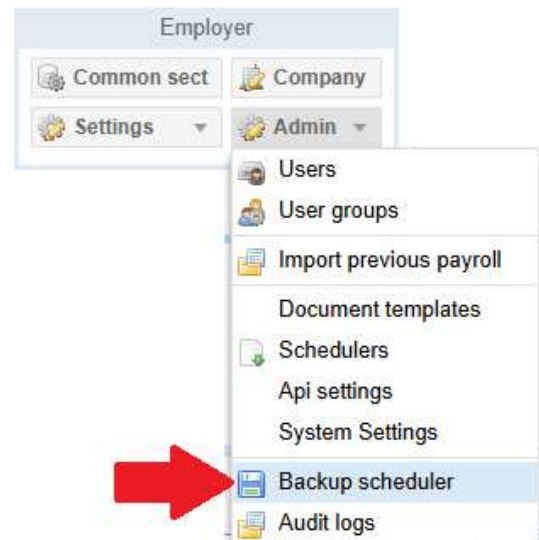
Prerequisites : Knowledge of SQL - Administrator

V1.0

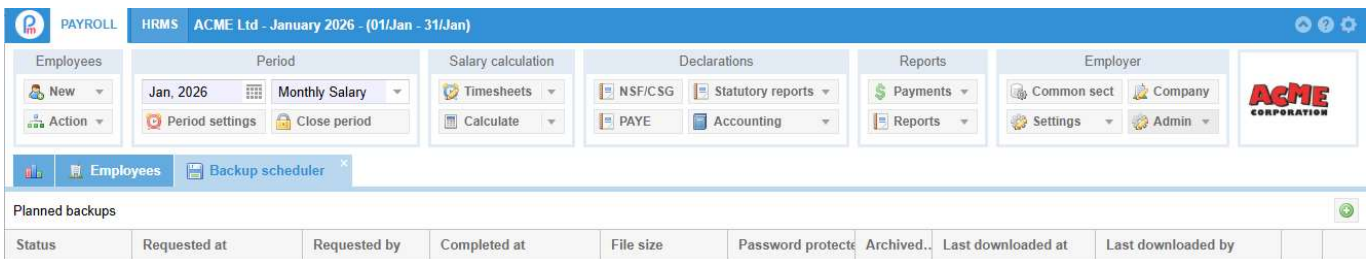
## How to do this ?

The system will allow you to submit a **request**, which will be processed; once the backup is available (**within a maximum of 24 hours**), you will receive an email notification inviting you to download the database, which will remain available for 7 days.

To do this, as an Administrator, you have an option in the 'Employer' section, under the **[Admin][v]** button > **Backup Scheduler**:




The following screen is then displayed:



To make a request, simply click on the button 

The following window will then appear:



Enter the password (required) of your choice for the generated .zip file to ensure security when you download the backup file later, and click the  button.



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The request is then added to your request history with the status: **Pending**

The screenshot shows the 'Backup scheduler' interface. At the top, there are navigation tabs for 'Employees' and 'Backup scheduler'. Below this, there are several functional areas: 'Period' (Jan, 2026, Monthly Salary), 'Salary calculation' (Timesheets, Calculate), 'Declarations' (NSF/CSG, PAYE, Statutory reports, Accounting), 'Reports' (Payments, Reports), and 'Employer' (Common sect, Company, Settings, Admin). The main area displays a table of 'Planned backups' with the following data:

Status	Requested at	Requested by	Completed at	File size	Password protecte	Archived..	Last downloaded at	Last downloaded by
Pending	25/06/2026 12:07	John DOE			Yes	No		

- The different statuses of a request are:
- **Pending:** Request received and awaiting processing by the scheduled task. You do not need to remain logged in;
- **In progress:** The export is in progress (SQL code generation and download)
- **Completed:** The backup file is ready to be downloaded.
- **Failed:** An error has occurred; please contact technical support if the error persists.

**Important note:** Only one active backup (queued or in progress) is permitted at any one time. If a backup is already queued or in progress, you must wait until it has finished or has expired (been archived) before requesting another one.

Please note that as soon as a backup file is more than 7 days old, it is automatically deleted from storage and marked as **archived**. Archived backups can no longer be downloaded, but the request record may still appear in your history until you delete it.

Once (usually the following day), the system performs a backup during off-peak hours. Once complete, the backup status changes to 'Completed' and is ready to be downloaded locally to your computer by clicking the button

The screenshot shows the 'Backup scheduler' interface with the 'Planned backups' table updated to show a completed backup:

Status	Requested at	Requested by	Completed at	File size	Password protecte	Archived..	Last downloaded at	Last downloaded by
Completed	25/06/2026 12:07	John DOE	25/06/2026 12:07	188.7 KB	Yes	No		

Once downloaded, the date, time and the user who downloaded the file are saved.



## What data is included in the backup?

The backup export includes only your company's data.

This data is grouped below by category, each of which contains several tables (the fields in these tables are not listed here but will appear when the database is restored).

Category	Table	Description
<b>Company &amp; settings</b>		
	<code>employer</code>	Your company profile
	<code>department</code>	Departements
	<code>office</code>	Offices/locations
	<code>employerparameter</code>	Employer Parameters
	<code>employersetting</code>	Employer Settings
	<code>settingfield</code>	Custom setting fields
<b>Leaves &amp; Payroll sections</b>		
	<code>leavetype</code>	Leave types
	<code>leavetypecategory</code>	Leave types categories
	<code>commonsection</code>	Common Payroll sections
	<code>common_section_payroll_group</code>	Links between common sections and payroll groups
	<code>common_section_period_type</code>	Links between common sections and period types
<b>Periods &amp; calendars</b>		
	<code>periodtype</code>	Period types (e.g. monthly, weekly)
	<code>period</code>	Payroll periods
	<code>employer_calendar</code>	Work calendars
	<code>employer_calendar_special_date</code>	Public holidays and special dates on calendars
<b>Banks &amp; timesheet config</b>		
	<code>bank</code>	Banks linked to your company and shared system banks
	<code>timesheetfield</code>	Timesheet field definitions
<b>Payroll Groups</b>		
	<code>payrollgroup</code>	Payroll / team groups
	<code>groupmanager</code>	Groups Managers



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Employees		
	<code>employee</code>	Employee master records
	<code>employeeesction</code>	Employee section values
	<code>employeeperiodsection</code>	Employee period section values
	<code>employeesetting</code>	Employee Settings
	<code>employeeleavetype</code>	Employee leave balances / types
	<code>employee_additional_leave</code>	Additional leave records
	<code>employeeloan</code>	Employee loans
	<code>employeeloanpayment</code>	Loan repayments
	<code>employeeotherbank</code>	Additional bank accounts per employee
	<code>monthlyvalue</code>	Monthly timesheet / option values
	<code>timesheet</code>	Timesheet entries
Payslips		
	<code>payslip</code>	Payslip headers (large internal variables column is excluded)
	<code>payslipsection</code>	Payslip line / section detail