INFORMATION SECURITY POLICY

Organization: Thay Tech Solutions

Document Version: 1.0

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1. INTRODUCTION

This Information Security Policy establishes the principles and practices that Thay Tech Solutions will follow to secure its data and technology resources.

2. PURPOSE

To protect company data from unauthorized access, loss, or misuse and ensure the confidentiality, integrity, and availability of information.

3. SCOPE

Applies to all employees, contractors, and systems owned or operated by Thay Tech.

4. ROLES AND RESPONSIBILITIES

- Management: Approve and enforce policy

- IT: Implement technical controls

- Employees: Follow the policy and report violations

5. ACCESS CONTROL

- Employees are granted access based on the principle of least privilege

- Strong passwords and multi-factor authentication (MFA) are required

- Access is reviewed quarterly

6. ASSET MANAGEMENT

- All devices must be inventoried and protected

- Lost or stolen devices must be reported within 24 hours

- Data on retired devices must be securely deleted

7. ACCEPTABLE USE

- Company systems must be used for business purposes only

- Installing unauthorized software is prohibited

- Personal use must not interfere with work or security

8. DATA CLASSIFICATION

Classification	Examples	Handling
Confidential	Customer data, payroll	Encrypt, limited access
Internal	Training docs	Internal sharing only
Public	Website content	No restriction, but still reviewed before release

9. INCIDENT RESPONSE

- All incidents must be reported to the IT team immediately

- A five-step IR process will be followed: Identify, Contain, Eradicate, Recover, Review

10. POLICY REVIEW

This policy must be reviewed annually.

Next review date: June 30, 2026

11. VIOLATIONS

Violations may lead to disciplinary action including termination.

APPROVAL:

Akhila, CEO

Thay Tech Solutions

Date: July 2, 2025