

88GB IT SECURITY POLICY

Effective Date: January 1, 2025

Version: 1.8

1. PURPOSE

This policy establishes security guidelines to protect company data, systems, and information assets from unauthorized access, disclosure, modification, and destruction.

2. SCOPE

This policy applies to all employees, contractors, consultants, and third parties who have access to 88GB IT systems and data.

3. PASSWORD POLICY

- â€¢ Minimum 8 characters with complexity requirements
- â€¢ Must include uppercase, lowercase, numbers, and symbols
- â€¢ Change passwords every 90 days
- â€¢ No password reuse for last 12 passwords
- â€¢ Use multi-factor authentication where available

4. DATA PROTECTION

- â€¢ Classify data based on sensitivity levels
- â€¢ Encrypt sensitive data in transit and at rest
- â€¢ Use secure file sharing platforms only
- â€¢ Do not store company data on personal devices
- â€¢ Report data breaches immediately to IT team

5. EMAIL AND INTERNET USAGE

- â€¢ Be cautious of phishing emails and suspicious links
- â€¢ Do not download unauthorized software
- â€¢ Avoid accessing non-work-related websites
- â€¢ Report suspicious emails to IT security team
- â€¢ Use company-approved cloud services only

6. DEVICE SECURITY

- â€¢ Install security updates promptly
- â€¢ Use screen locks and automatic logout
- â€¢ Do not leave devices unattended
- â€¢ Report lost or stolen devices immediately
- â€¢ Use approved antivirus software

7. REMOTE WORK SECURITY

- â€ Use VPN for accessing company resources
- â€ Ensure home Wi-Fi networks are secure
- â€ Keep work area private during video calls
- â€ Use company-provided devices when possible

8. INCIDENT REPORTING

- â€ Report security incidents within 2 hours
- â€ Contact: security@88gb.in or IT helpdesk
- â€ Do not attempt to resolve security issues alone
- â€ Preserve evidence when possible

9. SOCIAL MEDIA AND COMMUNICATION

- â€ Do not share confidential company information
- â€ Be cautious about social engineering attempts
- â€ Verify identity before sharing sensitive information
- â€ Use official communication channels

10. PHYSICAL SECURITY

- â€ Keep workspaces clean and organized
- â€ Lock screens when away from desk
- â€ Do not allow unauthorized access to facilities
- â€ Secure confidential documents

11. COMPLIANCE AND VIOLATIONS

- â€ All employees must acknowledge this policy annually
- â€ Security training is mandatory
- â€ Violations may result in disciplinary action
- â€ Regular security audits will be conducted

12. CONTACT INFORMATION

IT Security Team: security@88gb.in
IT Helpdesk: +91 80 1234 5678
Emergency: Report immediately to management

Document Control:

Last Updated: January 8, 2025

Next Review: July 2025

Approved by: IT Security Team