Outlook

Information Security Obligations

From ecmsprocess.in@capgemini.com <ecmsprocess.in@capgemini.com>

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To Nazarana, Sheik <sheik.nazarana@capgemini.com>

Cc FSSBU, spsadmin <spsadmin.fssbu@capgemini.com>

Hi Sheik Nazarana,

As part of your resignation workflow, you agreed to the Information Security Obligations outlined below, which apply during your notice period and after your employment with Capgemini ends.

Data Protection & Confidentiality:
All information accessed during your employment is proprietary and confidential to Capgemini and its clients. You are prohibited from copying, sharing, or disclosing this information without prior approval, including via external domains such as public emails, personal code repositories, or cloud storage.

Return on Assets:
All Capgemini and client assets, including laptops, phones, and documentation, must be returned before your last working day. If multiple hardware assets are tagged to you, please coordinate with the local Group IT Hardware Asset Management (HAM) team for de-tagging.

Revocation of Access:
Your access to Capgemini and client resources will be revoked on or before your last working day. Any attempt to use these credentials post-employment is considered unlawful and may result in legal action unless explicitly authorized by Capgemini.

Social media:
During your notice period and after leaving, ensure any references to Capgemini on social media remain professional. You must not represent yourself as an employee of Capgemini after your separation. Capgemini reserves the right to monitor social platforms and take action if our brand is misused.

Client & Colleague Communication:
Post-employment, please refrain from contacting our clients or former colleagues to extract confidential information. For any Capgemini-related assistance, the appropriate internal teams will be your point of contact.

ECMS Useful Links: ECMS

Please do not reply to this automated message. You will not get any acknowledgement or response.

Regards,
HRSS GetONWARDS Team