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TwoGenix

IT company



IT Policy

Information Ownership

Information Owners, nominated by TwoGenix management, are held *personally* accountable for protecting and exploiting significant information assets. All corporate data is owned by TwoGenix Corp.

Definitions

- **Corporate Data :**
Includes files (paper and electronic), email messages, voice messages and faxes.
- **Personal Data :**
Includes all signed-in user posts, images and personal contact information.
- **Confidential Information :**
Includes login credentials , Tax returns , Financial statements , various schedules as well as mobile number.

IT Approved Devices

- Only IOS mobile devices
- iPads
- Only MacOS machines (Windows /Linux not allowed)
- Kindle

Privacy

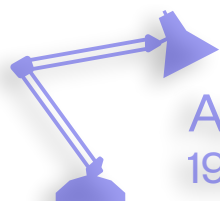
1. Employees have no right to privacy of any material created, received as well as sent via email , fax or use of the Internet or by any other computer or mobile device use.
2. Twogenix group reserves the right to monitor, log and review, all mails, Internet access and other computer and mobile device use.
3. Please be aware that deleting a file or email message will most likely not destroy it completely as all data's copies are stored on main server storage which cannot be erased by any employee.
4. Twogenix group has the ability and reserves the right to access all computers and email accounts without regards for any passwords in case of any malpractices.

General Use

- Computers ,Internet/wifi and mail accounts is subject to all other Twogenix group policies, including but not limited to those concerning harassment.
- The display or transmission of sexually explicit images and cartoons is not allowed. Other such misuse constructed as harassment or showing disrespect for others. Employees are expressly forbidden to access internet sites where potentially offensive material is located. Doing such prohibited things leads to strict disciplinary action or suspension from the job.

Personal Use

1. Mails, Computers and Internet access should be used primarily for business purposes. However, can be used for entertainment purpose in break time.
2. Employees are permitted to use computers, non-corporate email accounts and the Internet for personal use, provided such use is done on the employee's personal time and there is no such limitation of the use of the Internet.
3. Personal use of the Internet while connected to client networks is expressly prohibited.



Network Diagram

