

## **INTERNAL POLICY MEMORANDUM – DATA & INFORMATION SECURITY**

From: Board of Directors

To: All Directors, Officers, Employees, Consultants, and Contractors

Company: VARIANT CONSULTING GROUP PRIVATE LIMITED

Date: 15 June 2017

Subject: Data Security, Information Protection, and Access Controls

### **1. PURPOSE**

This Memorandum establishes mandatory requirements for the protection, handling, storage, and access of Company data and information assets.

### **2. SCOPE**

This Memorandum applies to all individuals who access, process, store, or transmit Company data in any form, including electronic, physical, and verbal formats.

### **3. DATA CLASSIFICATION**

Company data shall be classified as:

- a) Public
- b) Internal
- c) Confidential
- d) Restricted

Handling requirements shall be determined based on classification.

### **4. ACCESS CONTROLS**

- a) Access to data shall be granted strictly on a need-to-know basis.
- b) Credentials shall not be shared under any circumstances.

c) Unauthorized access attempts shall be reported immediately.

## 5. SECURITY MEASURES

All users shall:

- a) use Company-approved systems and tools;
- b) comply with password and authentication policies;
- c) protect devices against loss, theft, or misuse;
- d) immediately report security incidents or breaches.

## 6. DATA TRANSFER AND STORAGE

Data shall not be:

- a) transferred to unauthorized third parties;
- b) stored on unapproved personal devices;
- c) removed from Company premises without authorization.

## 7. VIOLATIONS

Any violation of this Memorandum may result in disciplinary action, including termination and legal proceedings.