

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.