# DataEncompass Core Policies

At DataEncompass, we protect data confidentiality, integrity, and availability while enabling the business. These policies summarize how we operate securely and responsibly.

## Information Security Policy

• We protect data confidentiality, integrity, and availability.
• Access to systems is based on least privilege.
• All devices must have up-to-date security patches and antivirus protection.

## Acceptable Use Policy

• Company systems are for authorized business use only.
• Users must not install unauthorized software or bypass security controls.
• Personal use of company devices should be minimal and not compromise security.

## Data Privacy Statement

• We collect and process only the minimum personal data required.
• All personal data is stored securely and encrypted where appropriate.
• Data subjects may request access, correction, or deletion of their data.

## Incident Response Checklist

• Identify and contain the incident immediately.
• Notify the security team and relevant stakeholders.
• Investigate root cause, apply fixes, and document lessons learned.

## Non-Disclosure Agreement (NDA)

• Confidential information must not be shared without written consent.
• Employees and contractors must protect sensitive company and client data.
• Obligations continue even after employment or engagement ends.