



SQFT Knowledge Services

ISMS CONTROL OF RECORD POLICY

Control of Records Policy

Document Revision History

| Version | Document No | Date | Brief summary of changes | Prepared By | Approved By |
|---------|------------------|-------------|--|-------------|-------------|
| 1.0 | SQFT/ICR/POL/019 | 1-Mar-2019 | Initial version created | K.Gokhul | S.Nandhini |
| 1.0 | SQFT/ICR/POL/019 | 1-Mar-2020 | Reviewed and no changes done | K.Gokhul | S.Nandhini |
| 1.0 | SQFT/ICR/POL/019 | 1-Mar-2021 | Reviewed and no changes done | K.Gokhul | S.Nandhini |
| 1.0 | SQFT/ICR/POL/019 | 1-Mar-2022 | Reviewed and no changes done | K.Gokhul | S.Nandhini |
| 1.1 | SQFT/ICR/POL/019 | 03-Jan-2023 | Reviewed and updated the policy for Privacy management systems | K.Gokhul | S.Nandhini |
| 1.1 | SQFT/ICR/POL/019 | 1-Mar-2023 | Reviewed and no changes done | K.Gokhul | S.Nandhini |
| 1.1 | SQFT/ICR/POL/019 | 29-Feb-2024 | Reviewed and no changes done | S.Nandhini | K.Gokhul |

1 TABLE OF CONTENTS

1 PURPOSE 3

2 SCOPE 3

3 POLICY ELEMENTS 3

4 EXECUTIVE OWNER 3

5 DEFINITIONS 4

6 ASSOCIATED DOCUMENT 4

7 DOCUMENT MAINTENANCE 4

Control of Records Policy

1 PURPOSE

To detail the method of establishing and maintaining records to provide evidence of conformity to requirements and effectiveness of Privacy Information Management System(PIMS). To define the controls in the identification, storage, protection, retrieval, retention time and disposal of records. To comply with relevant legal or regulatory requirements and contractual obligations.

2 SCOPE

This Policy is applicable to all documented information / records identified in the Master list as providing evidence of conformity to the PIMS

3 POLICY ELEMENTS

COO holds full responsibility for the control of documented information / records. The process heads are responsible for establishing and maintaining the records identified for their respective functions.

Examples of Documented Information / records to be established maintained and controlled

- Visitors Books.
- Audit reports.
- System logs.
- Incident records.
- Change records etc.

The planning and identification of Documented Information / records to be maintained at the various stages of operation is identified by the respective process heads along with COO in the form of a master list.

The master list details the method of controls for records as Identification, owner, Protection, Version No., Retention and Disposal.

Master list shall be maintained as follows

| S.No. | Reference Number | Name / Title | Owner | Version No | Rev Date: | Category/ Location |
|-------|------------------|--------------|-------|------------|-----------|--------------------|
| | | | | | | |

4 EXECUTIVE OWNER

- Chief Operating Officer will be the executive owner of the Policy.
- The Policy shall be approved by the Chief Operating Officer after review by the IT Executive.
- IT Executive and all Department Heads shall be responsible for implementing and executing the Policy's and guidelines mentioned in this document.
- The records relating to this Policy shall be maintained by the IT Implementation Team member.
- The implementation shall be monitored and reviewed by the Chief Operating Officer.

5 DEFINITIONS

| | |
|-------|---|
| COO | Chief Operating Officer |
| ISPSC | Information Security and Privacy Steering Committee |
| PIMS | Privacy Information Management System |

6 ASSOCIATED DOCUMENT

Master List of Documents (SQFT/MLD/FMT/01)

7 DOCUMENT MAINTENANCE

- Chief Operating Officer shall be responsible for document control and any changes.
- Updates in the document shall be discussed by the Chief Operating Officer and the head of IT Executive.
- COO shall forward the document to Chairperson of the ISPSC for approval, after review.

End of Document