SQFT Knowledge Services

INTERNET SECURITY POLICY

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/IS/POL/017	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/IS/POL/017	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/IS/POL/017	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/IS/POL/017	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/IS/POL/017	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.1	SQFT/IS/POL/017	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/IS/POL/017	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

TABLE OF CONTENTS

1 PURPOSE

The objective of this policy is to protect the integrity and availability of publicly available information of SQFT KS when

a) Information is accessed by external parties through the official website of SQFT KS.
b) Information is accessed through other internet / web resources containing business information of SQFT KS.
c) Information is deployed in the intranet for access and use by the authorized users of SQFT KS.

In all the above cases, the information of SQFT KS is made available to public. The information published by SQFT KS in internet becomes the official message of the company which involves both compliance and reputation risks. Besides, threats from resources with malign interest like hacking, phishing, defacing of website etc would directly affect the business interest of the organization. In Intranet, the access and use of information at remote ends involves Intellectual Property Rights issues like publishing unlicensed information, unauthorized distribution of company's proprietary information through uncontrolled channels etc.

2 SCOPE

The policy applies to all information published by SQFT KS through Internet and Intranet and all authorized users of the information resources of SQFT KS.

3 POLICY

- SQFT KS shall implement and maintain appropriate Information Security and Privacy, when publishing classified business related information in internet either in its own website or through other websites and will ensure the Confidentiality, Integrity, Availability, Authenticity, legality, validity and currency of the information

- Information published in intranet for the internal use of the authorized users of SQFT KS shall be classified and used for knowledge dissemination and after due consideration of the Intellectual Property rights.

- All information made available to Public through Internet or Intranet shall strictly be on the principles of "Need to Know" and "Least Privilege" and will be released only after due authorization by appropriate levels of authority in the organization

4   EXECUTIVE OWNER

- Chief Operating Officer will be the executive owner of the policy.

- The policy and revisions shall be approved by the Chairperson of the Information Security and Privacy Steering Committee.

- The respective Department / Group heads shall be responsible for implementing and executing the policy mentioned in this document as well as the guidelines and procedures in the related documents.

- The execution shall be monitored and reviewed by the COO.

5   ROLES AND RESPONSIBILITIES

Abbreviations
P – Primary Responsibility
• - Cooperative Responsibility
N/A - Not Applicable

Responsibility

S.No	Activity	Roles				
		Employees / Exclusive Consultants/ Authorized users	COO	Product Manager	Department Head	Legal
1	Classification, verification, authorization and Publishing of Information in Internet	N/A	N/A	N/A	P	N/A
2	Appropriate Usage of Intranet Information	P	N/A	N/A	N/A	N/A
3	Verification of legality of information	N/A	N/A	N/A	•	P
4	Security in Publishing Information in Internet and Intranet	N/A	•	P	N/A	N/A
5	Monitoring and review of policy	N/A	P		•	N/A

6 DEFINITIONS

IT TEAM	Infrastructure Team
Head	Group/Department Head
COO	Chief Operating Officer
Users	Employees, third parties, clients etc.
ISPSC	Information Security and Privacy Steering Committee

7 ASSOCIATED DOCUMENT

- Internet Security Procedure (SQFT/IS/PRO/014)

8 DOCUMENT MAINTENANCE

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

End of Document