



SQFT Knowledge Services

LICENSE MANAGEMENT POLICY

License Management Policy

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/LMP/POL/038	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/LMP/POL/038	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
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1.1	SQFT/LMP/POL/038	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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License Management Policy

1 PURPOSE

The purpose of this policy is that SQFTKS will maintain a track of all software that is installed on the servers, Desktops/Laptops and workstations.

2 SCOPE

It shall be the policy of SQFTKS that each employee shall work diligently to prevent and combat Computer Software Piracy in order to comply to intellectual property rights associated with computer software.

3 POLICY

3.1 SOFTWARE INVENTORY

- SQFTKS will have a centralized system to keep a track of all software that is installed on the servers / workstations. It is the responsibility of the IT Team to maintain this inventory.
- The IT Team will maintain a log for the installation and un-installation of all evaluation software, used at SQFTKS.
- An approved list of software authorized to be used at SQFTKS should be evaluated against the business and security requirements and published to the company employees. This list should continue to evolve with changing business requirements.
- Necessary capacity projections for procurement of new/additional licenses should be made well in advance to avoid bottleneck situations and non-compliance to licensing agreements.

3.2 SOFTWARE COPIES

The IT Team is permitted to make a copy of licensed/ evaluation software CDs. Software that is downloaded from the Internet may be written on to a CD. These CDs must not be distributed to the employees or any third party for personal use. No employee shall make unauthorized copies of any software

3.3 STORAGE OF LICENSES

The License documents, copyrights agreements and the software media should be placed in a secured location. Access to this location should be restricted to IT, COO and Top management only.

3.4 MONITORING

The IT Team should monitor servers and workstations for the software that are installed on them. Any software found to be installed without proper authorization should be immediately uninstalled.

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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.
- IT Team shall be responsible for implementing and executing the policy mentioned in this document as well as the guidelines and procedures in the related documents.
- Users shall exercise shall scrupulously follow the policy and exercise due care and prudence when using wireless technology.
- The execution shall be monitored and reviewed by the Chief Operating Officer.

5 POLICY ENFORCEMENT

Management reserves the right to monitor the compliance to this policy. All reported incidents related to human resources should be reported to the COO and acted upon based on this policy. All necessary records (emails, etc) for demonstrating compliance to the enforcement of this policy should be retained as an audit trail.

6 DEFINITIONS

SQFTKS	SQFT Knowledge Services.
COO	Chief Operating Officer.
IT	Information Technology
CDs	Compact Disks
SQFTKS	SQFT Knowledge Services.

7 ASSOCIATED DOCUMENTS

- List of Software (SQFT/IL/FMT/012).

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