SQFT Knowledge Services

SYSTEMS ACQUISITION, DEVELOPMENT AND MAINTENANCE POLICY

Systems Acquisition, Development and Maintain Policy

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/SADP/POL/031	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/SADP/POL/031	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/SADP/POL/031	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/SADP/POL/031	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/SADP/POL/031	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.1	SQFT/SADP/POL/031	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/SADP/POL/031	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

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1 PURPOSE

Information systems include infrastructure, services, operating systems, business applications, customized products and user developed applications. The design and implementation of the information systems are critical for the security of the business functions. Security requirements need to be identified and agreed prior to the development and implementation of information systems.

2 SCOPE

The policy applies to critical products and services acquired or developed for the Information Infrastructure of SQFT KS, which are considered as information assets or are directly involved in the protection of the Information assets of SQFT KS.

3 POLICY

SQFT KS shall adopt formalized methodologies in the acquisition and development of critical information assets and in maintenance of these assets in order to ensure that security is an integral part of the information systems.

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					
		IT TEAM	COO	COO	Managed Services	Admin	Legal
1	Analysis and Acquisition of System Software and applications and system support components	P	N/A	N/A	N/A	•	N/A
2	Analysis and acquisition of physical security control systems and environment assets	•	N/A	N/A	N/A	P	N/A
3	Maintenance of Information and support systems	P	N/A	N/A	N/A	•	N/A
4	Maintenance of Software licenses and agreements	P	N/A	N/A	N/A	N/A	•
5	Acquisition and maintenance of IT hardware and networking assets	P	N/A	N/A	N/A	•	N/A
6	Development of Software Applications for internal requirements	•	N/A	N/A	P	N/A	N/A
7	Verification and approval of internal software applications	N/A	P	•	N/A	N/A	N/A
8	Executing and Implementation of the policy	P	N/A	N/A	N/A	•	N/A
9	Monitoring the implementation of the policy	•	N/A	P	N/A	•	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

- System Acquisition, Development Procedure (SQFT/SADP/Pro/025)

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