



**SQFT Knowledge Services**

# THIRD PARTY CONTRACTS AND SERVICES POLICY

## Third Party Contracts and Services Policy

### Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/TPC/POL/034	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/TPC/POL/034	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/TPC/POL/034	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
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1.1	SQFT/TPC/POL/034	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
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## **Third Party Contracts and Services Policy**

### **1 PURPOSE**

The objective of this policy is to protect security of information assets of SQFT KS when

- a) The information assets of SQFT KS are accessed by external parties as customers
- b) External parties are deployed to directly conduct the activities of SQFT KS
- c) SQFT KS utilizes the services of third parties

In the above cases, the information resources of SQFT KS are subjected to risks that are not under its direct control. Effective risk assessments and agreements for issues including the levels of access and service delivery need to be adequately addressed in protecting the interests of the company.

### **2 SCOPE**

The policy applies to all third parties who provide services or have access to the information resources of SQFT KS and all its employees.

### **3 POLICY**

- SQFT KS shall implement and maintain the appropriate level of information and Privacy security and service delivery in line with third party service delivery agreements.
- SQFT KS will define a set of practices to assess the risks associated with granting access to persons / organizations that are not employees or organizations of SQFT KS
- SQFT KS will properly address issues and risks associated with customers and third party contracts when dealing with its information assets and measures to protect the business interests.
- SQFT KS will define and follow a set of access control standards, guidelines and procedures to prevent risks to the IT resources of SQFT KS from persons who are not employees of the SQFT KS.
- SQFT KS shall ensure that adequate precautions shall be taken to ensure its security when its resources are utilized by its customers as part of the mutual business activities. Where the access / service is not under the mutual business interest, it will be treated equivalent to other party access.

## Third Party Contracts and Services Policy

### 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 and Privacy Security 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	Employees	COO	Department Head	Admin	Legal
1	Access to SQFT KS resources by external parties	•	N/A	N/A	P	•	N/A
2	Access by customers as part of business	•	N/A	N/A	P	•	N/A
3	Technical Service delivery by external parties	P	N/A	N/A	•	•	N/A
4	Administrative and Infrastructure service by external parties	•	N/A	N/A	•	P	N/A
5	Executing and Implementation of the policy	•	•	N/A	P	•	N/A
6	Monitoring the implementation of the policy	•	N/A	P	•	•	N/A
7	Verification and approval of contracts, SLAs	N/A	N/A	N/A	•	N/A	P
8	Signing of Contracts on behalf of SQFT KS	N/A	N/A	N/A	P	N/A	N/A
9	Custody of the Physical documents	N/A	N/A	N/A	•	N/A	P

## Third Party Contracts and Services Policy

### 6 DEFINITIONS

IT TEAM	Information Technology 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

- Third party contracts and services procedure (SQFT/TPC/PRO/085)

### 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**