



INFORMATION SECURITY POLICY:

Purpose

The purpose of this Policy is to safeguard information belonging to the Company and its stakeholder (third parties, clients or customers and the general public), within a secure environment.

This Policy informs the Company's staff, and other external Vendors entitled to use Company facilities, of the principles governing the holding, use and disposal of information.

It is the goal of the Company that:

- Information will be protected against unauthorised access or misuse.
- Confidentiality of information will be secured.
- Integrity of information will be maintained.
- Availability of information / information systems is maintained for service delivery.
- Business continuity planning processes will be maintained.
- Regulatory, contractual and legal requirements will be complied with.
- Physical, logical, environmental and communications security will be maintained.
- Infringement of this Policy may result in disciplinary action or criminal prosecution.
- When information is no longer of use, it is disposed of in a suitable manner.
- All information security incidents will be reported to the Director of ICT Systems, and investigated through the appropriate management channel.

Information relates to:

- Electronic information systems (software, computers, and peripherals) owned by the Company whether deployed or accessed on or off campus:

- 1) DP Manager(DP Backoffice):Silicon Line
- 2) Spark(Trading Backoffice):Marketplace Technologies Ltd
- 3) Investwell(Mutual Fund Backoffice)
- 4) CRM:Oracle
- 5) External HDD:Segate
- 6) Tally
- 7) TDS: Relyon Softech Ltd
- 8) Firewall:Fortigate 50E
- 9) End point security:Seqrite

- The Company's computer network used either directly or indirectly.

1) Internet Connectivity:

- A.Airtel Broadband_60 Mbps(Primary)
- B.Alliance Broadband_100 Mbps (Secondary)

2) Leased Line:

- A.2 Mbps (NSE)

- Designated Officer/Chief Technology Officer/Directors who are responsible for information systems are required to ensure that:
 - Systems are adequately protected from unauthorised access.
 - Systems are secured against theft and damage to a level that is cost-effective.
 - Adequate steps are taken to ensure the availability of the information system, commensurate with its importance (Business Continuity).
 - Electronic data can be recovered in the event of loss of the primary source. I.e. failure or loss of a computer system. It is incumbent on all system owners to backup data and to be able to restore data to a level commensurate with its importance (Disaster Recovery).
 - Data is maintained with a high degree of accuracy.
 - Systems are used for their intended purpose and that procedures are in place to rectify discovered or notified misuse.
 - Any electronic access logs are only retained for a justifiable period to ensure compliance with the data protection, investigatory powers and freedom of information acts.
 - Any third parties entrusted with Company data understand their responsibilities with respect to maintaining its security.

Personal Information

- Authorised users of information systems are not given rights of privacy in relation to their use of Company information systems. Duly authorised officers of the Company may access or monitor personal data contained in any Company information system (mailboxes, web access logs, file-store etc.).
- Individuals in breach of this policy are subject to disciplinary procedures at the instigation of the Designated Officer with responsibility for the relevant information system, including referral to the Police where appropriate.
- The Company will take legal action to ensure that its information systems are not used by unauthorised persons.

Ownership

- The Designated Officer of ICT Systems has direct responsibility for maintaining this policy and providing guidance and advice on its implementation.
- Information system owners are responsible for the implementation of this Policy within their area, and to ensure adherence.

Change in the Policy will be adopted as and when required by the company and is binding on all the Staff/Employees/and Directors of the Company.

Dayco Securities Pvt Ltd

Designated Officer: Aditi Day Nundy
 Dated:- 09.07.2020