Piyanshu	DATA PROTECTION & INFORMATION SECURITY POLICY	Document No: PCPL/POL/030/00

1. **Purpose:**
This policy outlines the principles and guidelines for protecting data and ensuring information security within the IT department of Piyanshu Chemicals Pvt Ltd.
The objective of this policy is to ensure the secure collection, processing or storage of information PCPL deals in regular practice.
PCPL also committed to maintain information security related incidents to nil

2. **Scope:**
This policy applies to all IT personnel, contractors, and any individual who has access to Piyanshu Chemicals Pvt Ltd's IT resources or handles sensitive data.

3. Responsibility:
Manager IT

4. Policy:
Data protection is the process of protecting sensitive information from damage, loss, or corruption.
Information security protects sensitive information from unauthorized activities,including inspection, modification, recording, and any disruption or destruction.

PCPL strives to protect data & ensure information security by
4.1 **DATA CLASSIFICATION AND HANDLING**
4.1.1. **Data Classification:**
We classified our all data based on its sensitivity level (e.g., public, internal, confidential, highly confidential).
4.1.2. **Data Access:**
We maintain access to data is restricted to authorized personnel only & access permissions also are reviewed regularly.
4.1.3. **Data Transmission:**
We maintain our Sensitive data as an encrypted during transmission. Using approved encryption protocols and mechanisms.
4.1.4. **Data Storage:**
We store our data securely, with appropriate access controls, backups, and redundancy measures in place.
4.2. INFORMATION SECURITY PRACTICES
4.2.1. **User Authentication:**
We maintain Strong and unique passwords by enforced.
4.2.2. **Network Security:**
we regularly update and patch network devices, firewalls, and intrusion detection systems. Monitor network traffic for anomalies.

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Piyanshu Chemicals Pvt. Ltd. Kolkata

4.2.3. **Device Security:**
We have implemented security measures on all IT devices, including antivirus software, firewalls.
4.2.4. **Incident Response:**
We have developed and maintained an incident response plan, including procedures for reporting and addressing security incidents.
4.2.5. **Security Awareness:**
We conduct regular training and awareness programs for IT staff to stay informed about security threats and best practices.

4.3. DATA PRIVACY

4.3.1. **Data Privacy Compliance:**
We, IT persons are complying with all applicable data privacy regulations, such as **General Data Protection Regulation (GDPR)** and follow the organization's privacy policies.
4.3.2. **Data Retention:**
We retain our Data as long as necessary and in accordance with legal requirements.

4.4. VENDOR MANAGEMENT

4.4.1. **Third-party Vendors:**
We maintain third-party vendors and service providers who have access to our systems or data must adhere to our security and data protection standards.

5. REPORTING AND ACCOUNTABILITY

5.1. **Security Incidents:**
We maintain all security incidents be reported promptly to the IT manager.
5.2. **Compliance Monitoring:**
We maintain regular audits and assessments of IT systems.

6. REVIEW AND UPDATES

6.1. **Policy Review:**
We reviewed our policy annually and updated as needed to reflect changes in technology, regulations, or organizational needs.

7. ENFORCEMENT

7.1. **Consequences of Non-compliance:**
We take action against violations of our policy in disciplinary action, up to and including termination of employment or legal action.

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