

Data Privacy & IT Usage Policy: NG Electro Products Pvt. Ltd.

Short Title, Extent and Commencement:

This policy may be called the Data Privacy & IT Usage Policy of NG Electro Products Pvt. Ltd. It is formulated in accordance with the Information Technology Act, 2000 & Digital Personal Data Protection Act 2023. It extends to the entire organization and shall come into force on 1 August 2025.

Purpose:

To safeguard company data and ensure responsible, secure use of IT resources, preventing data breaches, misuse, and ensuring regulatory compliance.

Scope:

Applies to all employees, contractors, interns, and third parties with access to company-owned or - managed IT systems, networks, and data.

Definitions:

**Sensitive Data:** Personally identifiable information (PII), financial records, customer/vendor contracts, proprietary formulas, and strategic plans.

**IT Resources:** Hardware (computers, mobile devices), software, networks, email systems, cloud services, and applications provided by the company.

**Access Control:** Mechanisms to restrict or grant user permissions to systems and data.

Our Policy:

Acceptable Use

IT resources are provided for business purposes; limited personal use is permitted if it does not interfere with work or violate law/policy.

**Prohibited activities:** accessing illegal content, unauthorized file sharing, or installing unlicensed software.

Data Classification & Handling

Classify data as Public, Internal, Confidential, or Restricted.

Handle each class per its sensitivity: -

**Public:** No restrictions.

**Internal:** Share within company only.

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## N.G. Electro Products Pvt. Ltd.

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Head Office: A - 99 Sector 65, Noida, India 201301

Unit-I : Plot No.51-52 HIMUDA Industrial Area, Phase-4, Bhatoli Kalan, Baddi, 173205, H.P, India GST : 02AACCN5184H1ZM

Unit-II : Plot No.36, HIMUDA Industrial Area, Phase-4, Bhatoli Kalan, Baddi, 173205, H.P, India GST : 02AACCN5184H2ZL

Unit-III : Plot No. H.B. 193 , Village Dharampur, Baddi, Distt. Solan, 173205, H.P, India GST : 02AACCN5184H2ZL

Bengaluru Unit : Katha No-368/1, Survey No. 43/3B, Arasinakunte Village, Kasaba Hobli, Nelamangala, Bangalore Roral, Karnataka-562123 GST : 29AACCN5184H1Z6



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Confidential: Encryption at rest and in transit; share on a need-to-know basis.

Restricted: Highest protection—multi-factor authentication (MFA) like OTP authorization, strict logging, and limited user group.

#### Access Management

Provide accounts on a least-privilege basis and review access quarterly.

Passwords must be strong (min. 12 characters: letters, numbers, symbols) and changed every 90 days.

MFA required for remote access, VPNs, and administrative accounts.

#### Device & Network Security

Company devices must have approved antivirus, disk encryption, and regular patch updates.

Use of public Wi-Fi requires a VPN. Personal devices must comply with the Bring-Your-Own-Device (BYOD) policy and be registered with IT.

#### Email & Communication

Use company email for business; verify unexpected attachments or links before opening.

Encrypt emails containing Confidential or Restricted data.

Social media posts representing the company must be approved by Corporate Communications.

#### Incident Reporting & Response

Report suspected breaches or security incidents to IT Security within 2 hours via the Incident Reporting Portal.

IT Security will investigate, contain, and remediate as per the Incident Response Plan.

#### Data Retention & Disposal

Records must be retained in accordance with applicable legal and business requirements (e.g., financials for 8 years).

Securely dispose of data carriers (shredding paper, wiping electronic media) following the Data Disposal Procedure.

#### Data Privacy

It is prohibited to share the company's information on personal social media accounts.

Remote work is allowed only with prior approval from the IT head.

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All user activity on company assets will be monitored and audited.

#### Procedures

##### Onboarding & Offboarding

IT creates accounts and assigns access per the Access Request Form; revoke access within 24 hours of exit.

##### Access Reviews

IT and HR conduct quarterly audits of user access; managers confirm or revoke privileges.

##### Patch Management

Apply critical patches within 7 business days; non-critical patches will be applied during monthly maintenance windows.

##### Backup & Recovery

Daily backups of critical systems; quarterly disaster recovery drills to verify restoration processes.

##### Incident Handling

IT Security logs incidents, escalates per severity, and communicates with stakeholders until resolution; post-incident report with lessons learned.

##### Responsibilities:

**Employees & Contractors:** Follow IT usage guidelines, protect credentials, report incidents promptly.

**Managers:** Approve access requests, reinforce policy in teams.

##### IT Department:

Implement technical controls, manage access, patch systems, and lead incident response.

Develop and update policy, oversee compliance, conduct training and audits.

**HR:** Incorporate policy into onboarding, manage disciplinary actions for violations.

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WORTHY OF YOUR TRUST

Revision of policies

The company reserves the right to revise or modify any or all clauses of this policy based on business requirements.

Approval & Acknowledgement

Approved by: Mr. Manoj Kumar Rana  
Head - HR

Employee Acknowledgement:

I have read and understood the policies outlined in this manual.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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