



# Information Security Policy

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Version 1.0

## Document Control

<b>Document Title</b>	Information Security Policy relating to The GroupBenefitz Platform Inc.				
<b>Document Id</b>	IBIT-Policy-ISP	<b>Current Version</b>	1.0	<b>Date of Release</b>	19-04-2023
<b>Classification</b>	Internal	<b>Storage Location</b>			
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	<b>Designation</b>	CISO			

Revision History			
Version No	Date of Release	Pages Affected	Description of Change
Draft	19-04-2023		Initial draft version
1.0	05-Oct-23	All	Approved Version

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### 1. Introduction

Information and Information Systems are vital to the business and operation of Ideabytes's business. Incidents involving loss of Confidentiality, Integrity and Availability of information can be costly. All Ideabytes employees (including contractors and vendors with access to Ideabytes's

systems) are responsible for taking the appropriate steps, as outlined below, to secure the information.

## **2. Purpose**

The purpose of this document is to establish documented information security policy for Ideabytes's Information Security Management System.

## **3. Scope**

The scope of Information Security Policy for Ideabytes includes all personnel including employees, contractors, suppliers and others who have or are responsible for information or any form of access that supports or requires access to any system that resides at any Ideabytes's facility.

## **4. Policy**

Ideabytes places great emphasis on the need for the strictest confidentiality in respect of client data. This applies to manual and computer records and telephone conversations. Ideabytes will strive to improve its confidentiality processes in respect to client data.

Ideabytes has adopted an ISO 27001 Information Security Management System (ISMS) as a tool to implement a formal system for protecting the confidentiality, integrity and availability of information.

Ideabytes commits to continually improve its ISMS, to comply with applicable legal and other obligations to which it subscribes and satisfy applicable expectations from interested parties. Ideabytes commits to performing to high standards.

Ideabytes will control or restrict access so that only authorized individuals and partners can view sensitive information. Access to client information is limited only to those individuals and partners who have a specific need to see or use that information.

Information will not be made available to outside parties without the written consent of the information owners.

Ideabytes are committed to meeting all Information Security requirements from our customers and the provision of the necessary resources to achieve this.

Ideabytes are committed to encouraging Information Security improvements by engaging with our employees.

Ideabytes will continually review this policy and its information security performance to ensure it improves over time.

Objectives relating to information security performance will be set annually and reviewed quarterly by the Information Security Management Forum (ISMF).

This policy is available to all our customers and relevant interested parties and our employees are made aware of our commitment and the contents of this policy.

This ISMF is responsible for reviewing this policy in-line with the organization's document management policy.