

## Information Security Policy

*This Information Security Policy restates CIPL's commitment to protect the security of its information and information system and thus ensuring an efficient, safe, and secure working environment for Clover Infotech and its customers. CIPL has implemented a simultaneous Information Security framework to safeguard both Cybersecurity and Data Privacy of the information under CIPL's control.*

**CIPL has adopted a concurrent security framework to ensure:**

- Information and assets are **protected against unauthorized access** by deploying adequate security controls covering organizational, people, physical, and technological security.
- **Maintain Confidentiality, integrity and availability** of the information and information systems.
- **Compliance to the Regulatory and legislative** requirements
- **Business Continuity plans** to be produced, maintained, and tested periodically.
- Inclusion of **security responsibilities** of various functions and all employees to adhere to this Policy.
- Adequate security awareness **training** will be offered to maintain information security.
- **Incident management** process will be practiced to **keep damage to minimum** and to **prevent the recurrence** of the same.
- **The Information Security Management System** will be **periodically reviewed to ensure its continuing applicability and relevance to our operations and evolving stakeholder expectations.**
- **Established User Guidelines stating Do's and Don'ts** related to usage of internet, email, computer system and measures taken for **data protection.**
- Governance of security performance against appropriate targets and objectives, enabling continuous improvements.

*This Policy will be supported by Standards, Procedures and Guidelines (Information Security Management System) and will be made available to CIPL employees and all stakeholders who are expected to contribute towards the effective implementation and deployment of these security norms.*



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