

IT Security Policy
Siyaram Silk Mills Ltd.
Privacy Policy

Version:	1.0
Approving Authority:	ESG Committee
Approval date:	30/03/2023
Effective date:	N.A.
Review Period:	On 6 Months interval or in case of any change in IT System
Review Date:	30/03/2023
Consultation via:	Dr CBS Cyber Security Services LLP, Jaipur
References:	ISO 27001:2013, IT ACT (Reasonable Security Practices & Procedures & Sensitive Personal Data) Rules, 2011

Privacy Policy

1. Introduction:

Siyaram Silk Mills Ltd. value trust and respect the privacy of the employees. This Privacy Policy provide details about the manner in which data is collected, received, possessed, stored, dealt and handled by the organization.

2. Purpose:

The purpose of this policy is to ensure privacy of information collected, received possessed, stored, deal and handled through any of services of Siyaram Silk Mills Ltd. and ensure confidentiality, integrity and availability of organization's information.

3. Scope:

This policy covers safe use of sensitive information (passwords, financial information such as bank account, biometric information, employee information etc.) collected, received, possessed, stored, dealt and handled by Siyaram Silk Mills Ltd. and applies to all employees, vendors, clients and stakeholders.

4. Policy:

4.1 Personal sensitive information:

- a. Passwords and other credentials
- b. License keys of software
- c. Financial information like bank account number, credit debit card no. or other payment instrument details.



- d. Biometric information
- e. Personal information of employees, vendors and stakeholders etc.
- f. Any other business communication and information through mail and other communication medium.

- 4.2 The organization will retain personal sensitive information as long as there is a business requirement, or if otherwise required under applicable lawful contract.
- 4.3 Siyaram Silk Mills Ltd. will not sell and share personal sensitive Information with any third parties without seeking prior permission of the respective employee. **(transfer of information, rule 7)**
- 4.4 **Disclosure:** Siyaram Silk Mills Ltd. may disclose Personal sensitive Information to external law enforcement bodies or regulatory authorities, in order to comply with legal obligations. For it, law enforcement bodies or regulatory authorities shall send a request in writing to Siyaram Silk Mills Ltd. stating clearly the purpose of seeking such information. The organization shall also state that the information so obtained shall not be published or shared with any other person. **(refer rule 6: Disclosure of Information)**
- 4.4 The organization adopts appropriate and reasonable security practices and procedures that include administrative, physical security and technical controls to safeguard personal sensitive Information as per guidelines and various security controls enumerated in different Information Security Management Standards (ISMS). **(rule 8)**
- 4.5 The organization maintains disclosure agreements (NDA) from employee to ensure confidentiality, integrity and availability of sensitive information of the stakeholders.
- 4.6 Siyaram Silk Mills Ltd. may change and review periodically its policy or when the need arises, and the same will be made available on the website (www.siyaram.com).
- 4.7 5. **Policy Compliance**

5.1 Compliance Monitoring

The management will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits and feedback to the policy owner.

5.2 Exceptions

Any exception or change to the policy must be approved by the management in advance

5.3 Non-Compliance

An employee found to have violated this policy may be subject to stricted disciplinary action.

6. References & Requirements:



SIYARAM SILK MILLS LIMITED

Corporate Office: B/5, Trade World, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai-400 013.

Phone: (91-22) 30400500. Fax: (91-22) 30400599 Internet: www.siyaram.com

CIN : L17116MH1978PLC020451

Registered Office: H-3/2, MIDC, A-Road, Tarapur, Boisar, Thane - 401 506 (Mah.).

S. No.	Reference Standard	Requirement
1	ISO 27001:2013 – Clause.5.2	Policy should be documented, communicated and available to all employees and interested parties.
2	ISO 27001:2013- A.7.1.2: Terms and conditions of employment	The contractual agreements with employees and contractors shall state their and the organization's responsibilities for information security.
3	ISO 27001:2013- A.8.2.1: Classification of information	Information shall be classified in terms of legal requirements, value, criticality and sensitivity to unauthorized disclosure or modification.
4	ISO 27001:2013- A.13.2.4	Requirements for confidentiality or non-disclosure agreements reflecting the organization's needs for the protection of information shall be identified, regularly reviewed and documented.
5	IT Act 2000, Security Guidelines- Sch. II: 2. Implementation of an Information Security Program	(a) Adoption of IT Security Policy
6	IT Act 2000, Security Guidelines- Sch. II: 3. Information Classification	Information assets must be classified according to their sensitivity and their Importance
7.	IT ACT (Reasonable Security Practices & Procedures & Sensitive Personal Data) Rules, 2011	Rule 3,4,5,6,7 & 8



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