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PURPOSE

To describe the management commitment required for the development and implementation of the Information Security Management System and to continually improve its effectiveness and to state the ways in which the management demonstrates this commitment.

SCOPE

Applicable to the Information Security management system *at the Head office and warehouse located at Dheku.*

Pickup, Storage (Physical and Media), Retrieval and Forwarding, Permanent Returning or Pre - Destruction Services for Customer Records at Dekhu location and supporting activities from Head Office at Vashi.

REFERENCE

NA

RESPONSIBILITY

The overall responsibility for meeting the above objectives lies with the Chief Operating Officer.

DESCRIPTION OF ACTIVITIES

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1. Leadership and Commitment:
 - 1.1 Top Management has ensured effective implementation of Information Security Management System and is committed towards its continual improvement by ensuring :
 - 1.1.1 Accountability for the effectiveness of Information Security Management System is not delegated but kept with Top Management only.
 - 1.1.2 Information Security Policy and Information Security Objectives are established and compatible with strategic direction and context of the organization
 - 1.1.3 Information Security Management System is integrated with other Business Processes.
 - 1.1.4 Required Resources viz. Technology, Finance, Competent Human Resources, Infrastructure (plant – ware house, building, operating space, utilities, equipment, measuring / monitoring devices, computer hardware & software, communication system, transport facilities etc.) and Training are timely provided.
 - 1.1.5 All concerned persons (including relevant external persons) are effectively communicated importance and conformance requirement for effective Information Security Management System.
 - 1.1.6 Intended outcome for effectiveness of Information Security Management System is monitored by Internal Audit, Achievement of Objectives and Management Review.
 - 1.1.7 Concerned persons of the organization are communicated for importance of Information Security Management System and how can they contribute for its effectiveness.
 - 1.1.8 Promoting continual improvement of Information Security Management System
 - 1.1.9 Philosophy of Leadership is not limited to Top Management but percolated at relevant role and empowered accordingly.

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1.1.10 Personally involved for critical responsibilities related to Information Security Management System

2.0 Policy:

2.1 Top Management has established Information Security Policy within scope of Information Security Management System for ensuring:

2.1.1 Information Security Policy is appropriate to the purpose and context of the organization and address its significant Information Security Impacts.

2.1.2 Information Security Policy provides framework for establishing Information Security Objectives.

2.1.3 Information Security Policy includes commitment to protect Information Security and other relevant context of the organization.

2.1.4 Information Security Policy includes commitment to fulfill compliance obligations.

2.1.5 Information Security Policy includes commitment to continually improve Information Security Management System to enhance Information Security Performance.

2.2 Information Security Policy is documented, communicated within organization and made available to interested parties

2.3 Existing Information Security Policy is as below:

Information security policy - OEC-ITD-IS-P-01

3.0 Organizational Roles, Responsibilities and Authorities:

3.1 To ensure conformity of Information Security Management System as per ISMS 27001:2013 and reporting performance of Information Security / Information Security Management System, roles, responsibility and authorities are assigned and communicated within organization.

3.2 To provide clear understanding, relevant Roles, Responsibilities are documented in Role, Responsibility and Authority chart # Annexure 1 and roles and responsibilities are mentioned in the Respective Job Description of the personnel's.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA