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PURPOSE

To ensure that the processes needed to meet the requirements for the provision of products and services and to implement effective actions are developed and carried out in a controlled manner.

SCOPE

Applicable to all the services offered 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 establishing, documenting, implementing and updating this system lies with the Chief Operating Officer.

PROCEDURE / DESCRIPTION OF ACTIVITIES

1. Operational Planning and Control:
 - 1.1 Operational Control Processes are established, implemented, controlled and maintained for meeting actions determined related to
 - 1.1.1 Information Security Management System requirements
 - 1.1.2 Information Security Risk Treatment action plans
 - 1.1.3 Objective planning
 - 1.2 Control for outsourced processes having effect on Information Security are determined and implemented.
 - 1.3 Planned and changes having effect on Information Security are determined. Consequences of unplanned changes are reviewed and mitigation actions are initiated.
 - 1.4 Records of operational planning and controls are maintained.
2. Information Security Risk Assessment
 - 2.1 Information Security Risk Assessment is carried out at least once a year or whenever significant changes has taken place having effect on Information Security.
 - 2.2 Records of Information Security Risk Assessment is maintained.

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3. Information security Risk Treatment:
 - 3.1 Information Security Risk Treatment Plan is implemented.
 - 3.2 Records of Information Security Risk Treatment is maintained.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA