

PDS INFOTECH PVT LTD

Information Classification Policy (Ref No: - ISMS/PDS/5.2/13)

PDS INFOTECH PVT LTD provides fast, efficient, and cost-effective electronic services for a variety of clients worldwide. As an industry leader, it is critical for **PDS INFOTECH PVT LTD** to set the standard for the protection of information assets from unauthorized access and compromise or disclosure. Accordingly, **PDS INFOTECH PVT LTD** has adopted this information classification policy to help manage and protect its information assets.

All **PDS INFOTECH PVT LTD** associates share in the responsibility for ensuring that **PDS INFOTECH PVT LTD** information assets receive an appropriate level of protection by observing this Information Classification policy:

PDS INFOTECH PVT LTD Managers or information ‘owners’ shall be responsible for assigning classifications to information assets according to the standard information classification system presented below.

- Where practicable, the information category shall be embedded in the information itself.
- All **PDS INFOTECH PVT LTD** associates shall be guided by the information category in their security-related handling of PDS INFOTECH PVT LTD information.

All PDS INFOTECH PVT LTD information and all information entrusted to PDS INFOTECH PVT LTD from third parties falls into one of four classifications in the table below, presented in order of increasing sensitivity.

Information Category	Description	Example
Unclassified Public	Information is not confidential and can be made public without any implications for PDS INFOTECH PVT LTD. Loss of availability due to system downtime is an acceptable risk. Integrity is important but not vital.	<ul style="list-style-type: none">• Product brochures widely distributed• Information widely available in the public domain, including publicly available PDS INFOTECH PVT LTD web site areas• Sample downloads of PDS INFOTECH PVT LTD software that is for sale• Financial reports required by regulatory authorities• Newsletters for external transmission
Proprietary	Information is restricted to management approved internal access and protected	<ul style="list-style-type: none">• Passwords and information on corporate security procedures

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	<p>from external access. Unauthorized access could influence PDS INFOTECH PVT LTD's operational effectiveness, cause an important financial loss, provide a significant gain to a competitor, or cause a major drop in customer confidence. Information integrity is vital.</p>	<ul style="list-style-type: none"> • Know-how used to process client information • Standard Operating Procedures used in all parts of PDS INFOTECH PVT LTD's business • All PDS INFOTECH PVT LTD-developed software code, whether used internally or sold to clients
Client Confidential Data	<p>Information received from clients in any form for processing in production by PDS INFOTECH PVT LTD. The original copy of such information must not be changed in any way without written permission from the client. The highest possible levels of integrity, confidentiality, and restricted availability are vital.</p>	<p>Client media</p> <ul style="list-style-type: none"> • Electronic transmissions from clients • Product information generated for the client by PDS INFOTECH PVT LTD production activities as specified by the client
PDS INFOTECH PVT LTD confidential Data	<p>Information collected and used by PDS INFOTECH PVT LTD in the conduct of its business to employ people, to log and fulfill client orders, and to manage all aspects of corporate finance. Access to this information is very restricted within the PDS INFOTECH PVT LTD. The highest possible levels of integrity, confidentiality, and restricted availability are vital.</p>	<ul style="list-style-type: none"> • Salaries and other personnel data • Accounting data and internal financial reports • Confidential customer business data and confidential contracts • Non disclosure agreements with clients\vendors • PDS INFOTECH PVT LTD business plans