

PDS INFOTECH PVT LTD

Software Standards Policy

Ref No: ISMS/PDS/5.2/23.1

1. Purpose

This policy defines the standards governing which software may be installed and used on PDS Infotech Pvt Ltd's ("the Company") computing equipment, to ensure software is properly licensed, secure, and centrally maintained.

2. Scope

This policy applies to all software installed on Company-owned or Company-managed computing equipment, and to all employees and contractors who use such equipment.

3. Policy

- IT Management maintains a Standard Software List of software approved for general use across the Company.
- Software outside the Standard Software List must be approved by IT before installation, and installed in accordance with the Acceptable Use Policy.
- All software must be properly licensed. Use of unlicensed or pirated software on Company equipment is prohibited.
- New software requests should identify the business need, and, where the software will access or store Company or customer information, must be assessed for security risk before approval, in accordance with the Information Security Policy for Supplier Relationships.
- Software must be kept up to date with vendor-released security patches and updates. IT is responsible for coordinating updates to standard software; personnel must not disable automatic update mechanisms without IT approval.
- Software reaching end-of-life or end-of-support must be identified by IT and replaced or upgraded.
- Internally developed software must follow the Company's Secure Development Policy before being added to the Standard Software List.

4. Roles and Responsibilities

- IT: Maintains the Standard Software list, evaluates and approves new software requests, and coordinates patching and updates.
- All Personnel: Use only approved software and must not install unauthorized software on Company equipment.

5. Review

This policy shall be reviewed at least annually, or upon significant organizational or regulatory change, to ensure continued alignment with ISO/IEC 27001:2022.