PDS INFOTECH PVT LTD

Technology Purchasing Policy

Ref No: ISMS/PDS/5.2/22.1

1. Purpose

This policy governs the purchase of technology hardware, software, and IT-related services by PDS Infotech Pvt Ltd ("the Company"), to ensure purchases are authorized, secure, properly licensed, and added to the Company's asset inventory.

2. Scope

This policy applies to all purchases of computing hardware, software, cloud/SaaS subscriptions, and IT-related services made on behalf of the Company, by any employee or department.

3. Policy

- All technology hardware, software, and IT service purchases must be approved and coordinated by IT before purchase.
- Software purchases must conform to the Software Standards Policy; new software not on the Standard Software List requires the approval process for adding that policy before purchase.
- Purchases involving a new third-party or cloud service provider that will access, store, or process Company or customer information must undergo the supplier risk assessment described in the Information Security Policy for Supplier Relationships before purchase is finalized.
- Purchases must be adequately budgeted and approved by the relevant department head or Finance, in accordance with standard Company purchasing/approval limits.
- Where multiple comparable options exist, IT should obtain comparative quotes for significant purchases to support value-for-money and vendor suitability.
- All purchased hardware must be recorded in the Company's asset inventory upon receipt, in accordance with the Asset Management Policy.
- Employees must not purchase technology hardware or software for Company use outside this process, including personal purchases later expensed, without prior IT approval.
- End-of-life or replaced equipment arising from a purchase must be handled in accordance with the Media Reuse and Destruction Standard.

4. Roles and Responsibilities

- IT: Reviews and approves technology purchases, maintains the Standard Software List, and ensures purchased assets are inventoried.
- Finance: Approves purchase budgets and processes payment.

6. 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.