Zoho Sign Document ID: DF932DC14-SGOTMCTQNDOTFRIPL0ABJ5LTSST17IY0VOVBAR3COKM

Contents

1. PURPOSE 2
2. SCOPE & APPLICABILITY 2
3. POLICY STATEMENT 2
4. TYPES OF INFORMATION COVERED 2
5. DATA PROTECTION & PRIVACY PRINCIPLES 2
6. ACCESS CONTROL & USER RESPONSIBILITIES 3
7. USE OF IT SYSTEMS & COMMUNICATION 3
8. PHYSICAL SECURITY OF INFORMATION 3
9. DATA SHARING & DISCLOSURE 3
10. DATA BREACH & INCIDENT REPORTING 4
11. RETENTION & DISPOSAL OF INFORMATION 4
12. TRAINING & AWARENESS 4
13. NON-COMPLIANCE & DISCIPLINARY ACTION 4
14. REVIEW & CONTINUOUS IMPROVEMENT 4
15. APPROVAL & EFFECTIVE DATE 4

Zoho Sign Document ID: DF932DC14-SGOTMCTQNDOTFRIPL0ABJ5LTSST17IY0VOVBAR3COKM

1. PURPOSE

Carrier Wheels Pvt. Ltd. ("CWPL") is committed to safeguarding the confidentiality, integrity, and availability of information and data handled in the course of its business operations. This Policy establishes principles and controls for information security and protection of personal and business data against unauthorized access, misuse, loss, or disclosure.

2. SCOPE & APPLICABILITY

This Policy applies to:

- All employees (permanent, probationary, contractual, temporary)
- Management, trainees, and associates
- Any individual or third-party handling CWPL information

It covers all forms of information, including:

- Physical documents
- Electronic data
- Emails, files, systems, and devices

3. POLICY STATEMENT

CWPL is committed to:

- Protecting sensitive, confidential, and personal information
- Using information only for legitimate business purposes
- Complying with applicable data protection and privacy laws

Information security is a shared responsibility of all employees.

4. TYPES OF INFORMATION COVERED

This Policy applies to, but is not limited to:

- Employee personal data
- Customer and supplier information
- Financial and commercial records
- Technical drawings, designs, and intellectual property
- Login credentials and system access information

5. DATA PROTECTION & PRIVACY PRINCIPLES

CWPL follows these core principles:

Zoho Sign Document ID: DF932DC14-SGOTMCTQNDOTFRIPL0ABJ5LTSST17IY0VOVBAR3COKM

- Data is collected only for legitimate business purposes
- Access is restricted on a need-to-know basis
- Data accuracy and integrity are maintained
- Personal data is handled with confidentiality
- Data is retained and disposed of securely

6. ACCESS CONTROL & USER RESPONSIBILITIES

Employees must:

- Use assigned user IDs and passwords responsibly
- Not share login credentials
- Lock systems when unattended
- Access only information necessary for job responsibilities

Unauthorized access or misuse of information is prohibited.

7. USE OF IT SYSTEMS & COMMUNICATION

CWPL IT systems (computers, email, internet, software) must be:

- Used primarily for official business purposes
- Protected against unauthorized software or downloads
- Used in compliance with internal IT usage guidelines

Monitoring of systems may be conducted for security and compliance purposes.

8. PHYSICAL SECURITY OF INFORMATION

CWPL ensures:

- Restricted access to offices, plants, and record storage areas
- Secure storage of sensitive documents
- Controlled access to confidential files and records

Employees must ensure physical documents are not left unattended or exposed.

9. DATA SHARING & DISCLOSURE

Information may be shared only:

- For legitimate business reasons
- With authorized personnel or third parties

Zoho Sign Document ID: DF932DC14-SGOTMCTQNDOTFRIPL0ABJ5LTSST17IY0VOVBAR3COKM

- Under confidentiality obligations or contractual safeguards

Unauthorized disclosure of information is strictly prohibited.

10. DATA BREACH & INCIDENT REPORTING

Employees must immediately report:

- Suspected data breaches
- Loss or theft of devices or documents
- Unauthorized access or cyber incidents

CWPL will investigate incidents and take corrective actions as required.

11. RETENTION & DISPOSAL OF INFORMATION

CWPL ensures:

- Records are retained as per legal and business requirements
- Secure disposal of documents and electronic data when no longer required

12. TRAINING & AWARENESS

- This Policy shall be communicated to employees
- Awareness may be provided during induction or internal training
- Employees are responsible for compliance with this Policy

13. NON-COMPLIANCE & DISCIPLINARY ACTION

Violation of this Policy may result in:

- Disciplinary action, including termination
- Legal action where applicable

14. REVIEW & CONTINUOUS IMPROVEMENT

This Policy shall be reviewed periodically to ensure:

- Effectiveness
- Legal compliance
- Alignment with business requirements

15. APPROVAL & EFFECTIVE DATE

This Information Security & Data Protection Policy is approved by the Management of Carrier Wheels Pvt. Ltd. and is effective from the date of issue.

Zoho Sign Document ID: DF932DC14-SGOTMCTQNDOTFRIPL0ABJ5LTSST17IY0VOVBAR3COKM

	Name/Designation	Signature	Remarks for Revision
Prepared By:	Amit Saroha Deputy Manager		
Approved by:	Apoorva Jain Director		