BELINA TIME SYSTEMS (PRIVATE) LIMITED

Information Security Policy

1. Belina Information Security Overview

At Belina, we are committed to protecting the data entrusted to us. Our Information Security Management System (ISMS) is designed to ensure the continuous protection of information through three core pillars:

- Confidentiality: Ensuring data is accessible only to those authorized to see it.
- Integrity: Safeguarding the accuracy and completeness of information.
- Availability: Ensuring information is available to authorized users when needed.

2. Our Security Objectives

We maintain a secure environment by aligning our security practices with business requirements, legal regulations, and contractual obligations. Our primary goals include:

- Minimizing or eliminating risks to client data.
- Ensuring the secure operation of all processing facilities.
- Committing to the continual improvement of our security systems and service delivery.

3. Risk Management & Controls

Our security framework is not static. We use a formal **Risk Assessment and Risk Treatment Methodology** to identify potential threats and implement specific security controls. These controls are documented in our *Statement of Applicability* and are reviewed annually to ensure they remain effective against evolving threats.

4. Compliance & Continuity

- **Regulatory Alignment:** We maintain a rigorous list of legal and contractual obligations to ensure we remain compliant with all relevant data protection laws.
- **Resilience:** To ensure your services remain uninterrupted, we maintain a comprehensive **Business Continuity Plan** designed to handle unexpected disruptions.

5. Leadership & Responsibility

Security is a top-down priority at Belina.

- **Management Oversight:** Our Managing Director oversees security objectives and ensures the availability of resources for ISMS implementation.
- **Accountability:** Specific roles, including the IT Security Manager and ISMS Project Manager, are tasked with measuring our performance and reporting results directly to leadership.
- **Awareness:** We ensure that all employees and relevant external partners are fully trained and familiar with our security policies.