BYOD (Bring Your Own Device) Policy

Version	**2023/02.01**
Review Date	**22/03/2024**
Review & Approved by	**Reviewed by Technology Committee & Approved by Board of Directors**

1. Purpose:

The purpose of this BYOD policy is to establish guidelines and procedures to ensure the secure and productive use of personal devices by employees of the organization registered as a Stock Broker and Depository Participant. This policy aims to protect sensitive financial data, maintain regulatory compliance, and mitigate security risks associated with the use of personal devices for work-related activities.

2. Eligible Devices:

a. Only smartphones, tablets, and laptops meeting the minimum security and compatibility requirements are eligible for BYOD.

b. Eligible devices must have a supported operating system and receive regular security updates from the manufacturer.

c. Employees must register their devices with the IT department for compliance and security purposes.

3. Security Software Requirements:

a. All BYOD devices must have up-to-date antivirus and antimalware software installed.

b. Employees must keep their security software enabled and regularly updated.

c. IT department may periodically audit devices to ensure compliance with security software requirements.

4. Business-Grade VPN Service:

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Manager / Director

a. All BYOD devices must use a business-grade Virtual Private Network (VPN) service provided by the organization when accessing corporate networks or sensitive data remotely.

b. Employees must connect to the VPN before accessing any corporate resources or confidential data.

5. Password and Authentication:

a. Employees must set strong, unique passwords for their devices, using a combination of alphanumeric characters and special symbols.

b. Devices should be configured to enforce password complexity and expiration policies.

c. Employees should enable biometric authentication (e.g., fingerprint or facial recognition) where available and supported.

6. Data Encryption:

a. Employees must enable device-level encryption on their BYOD devices to protect stored data.

b. Encourage the use of encrypted communication channels (e.g., secure email and messaging apps) when transmitting sensitive information.

7. Device Management:

a. The organization reserves the right to remotely manage and enforce security policies on registered BYOD devices, including updates, patches, and configurations.

b. IT department may remotely wipe corporate data from a lost, stolen, or compromised device.

8. Acceptable Use:

a. Employees should only access and store work-related information on their BYOD devices. Personal use should be limited during work hours.

b. Prohibit the installation of unauthorized applications, games, or software on BYOD devices.

c. Employees must not share corporate data or credentials with unauthorized individuals.

9. Incident Reporting:

a. Employees must report any loss, theft, or suspected unauthorized access to their BYOD devices immediately to the IT department.

b. Employees should promptly report any suspicious activities, security incidents, or policy violations related to their BYOD devices.

10. Compliance with Data Protection Regulations:

a. All employees must adhere to applicable data protection and privacy regulations, including but not limited to the Securities and Exchange Board of India (SEBI) regulations.

b. Personal and sensitive data must be handled in compliance with organizational policies and regulatory requirements.

11. Employee Training and Awareness:

a. All employees must undergo regular training on BYOD policies, security best practices, and data protection regulations.

b. Periodic awareness programs should be conducted to keep employees informed about emerging threats and security updates.

12. Policy Review:

a. This BYOD policy will be reviewed periodically by the IT department to ensure its effectiveness and alignment with industry best practices and regulatory changes.

b. Any updates or revisions to the policy will be communicated to all employees and documented accordingly.

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