Policy Exception Form

DOCUMENT CONTROL PAGE

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VERSION HISTORY / CHANGE HISTORY

Version	Date Issued	Issued to	Comments
0.1	30-Jul-2025		Issued for internal review
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REVIEWERS

Version	Review Date	Reviewed By	Comments
0.1	30-Jul-2025		Issued for internal review
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APPROVERS

Version	Date Approved	Approved By	Comments
0.1	30-Jul-2025		Issued for internal review
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DISTRIBUTION LIST

Date	Name / Distribution List	Comments
30-Jul-2025	Customer_DL_ABC	Published to Customer ABC

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RELATED DOCUMENTS

DOC_ID	DOC Version#	DOC Link	Comments
SCG/BASEINS/005/1.0			Base Template Instructions
SCG/PXF/008/1.0			Policy Exception Form

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Contents

1) Request for Policy Exception

The Policy Exception allows one to manage the process of granting and expiring exceptions to policies and control standards and thereby maintain transparency of policy violations. Following activities are associated with policy exceptions

➤ Identify impacted control standards and compensating control procedures.
➤ Evaluate exception requests for approval.
➤ Grant exceptions for a <u>specific period of time</u>, and notify proper personnel as expiration dates approach.
➤ Enable management to track granted exceptions, facilitating periodic reviews of exceptions and their impact
➤ Enable reporting on exceptions across the enterprise, monitoring them by control, department, or severity to visualize the impact of policy exceptions on the business and its compliance posture.
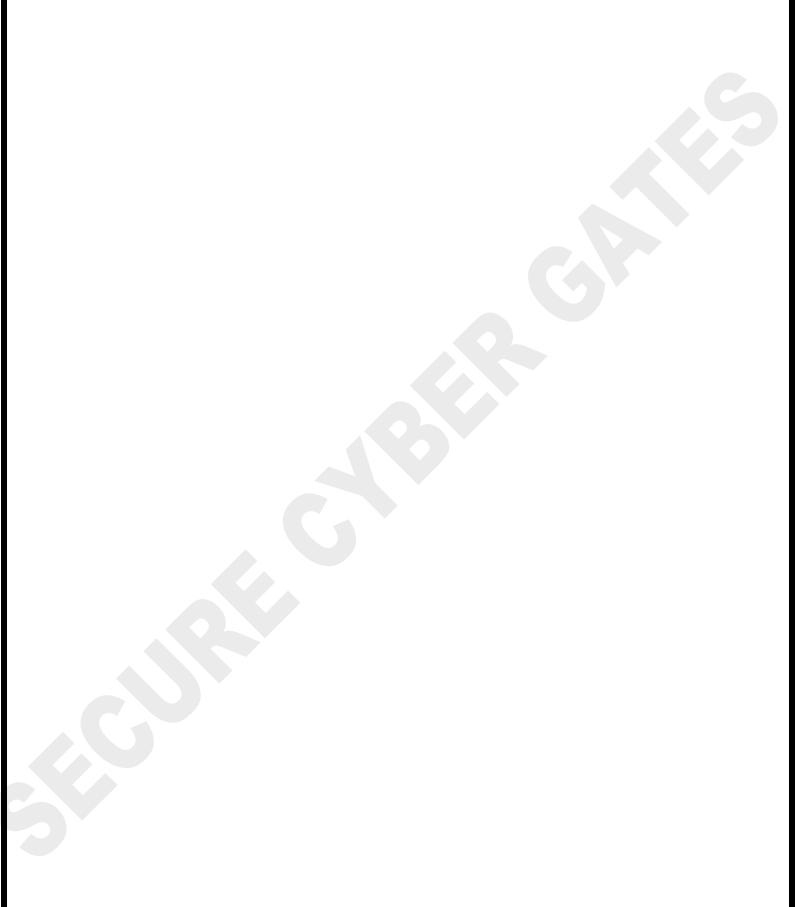
[Policy Exception form below]

2) Policy Exception Form

<mark>All fields are MANDATORY</mark>

Policy Exception Number	EX-205478
Policy Exception ITSM URL	[URL where Policy exceptions are tracked centrally] [This may be any tool e.g. Service Now, RSA Archer or any SharePoint link where all Policy Exceptions are tracked.
Applicant	[Employee Name] [Employee Email Address]
System/Application / Service for which the Policy Exception is requested	e.g. Web Application Server Hostname , DB Server Name, Web Application Name , Physical Location [e.g. Cubicle Number /Room Number]
Business Criticality of the System/Application/Service	CRITICAL , HIGH , MEDIUM , LOW
Policy Document Name and ID	e.g. **Document Name:** SCG_PHYSICAL-SECURITY-POLICY_007_V1.0.docx **Document ID :** SCG/PSP/007/1.0
Exception is raised for which Item under Policy document	e.g. 4.2) Standard , Item number 5 5) Retaining physical access data for <mark>at least three (3) months</mark>, unless otherwise restricted by law.
Buiseness Justification	Due to limited resources as of now IT team CANNOT retain CCTV footage for 3 Months , They need an exception for <mark>6 Months</mark> to apply for the requirements , extend the resources , Test and Deploy. After 6 Months , CCTV footage would be stored for <mark>3 Months of timeline</mark>.
Risk Score / 25	10 [MEDIUM RISK] [For more details , Kindly refer Risk Management Policy **Document ID:** SCG/RMF/015/1.0]
Existing mitigations	Alternate Cameras are installed on Temporary basis to capture footage for 45 Days.
Policy Exception Approval attachment and Date	PFA email from Head of IT team. [Attach Email here] Date : 18-JUNE-2025
Policy Exception Approved by Security Head [Approval attachment and Date	PFA approval email from Security Head. [Attach Email here]: Date : 18-JUNE-2025
Policy Exception Valid untill	17-DECEMBER-2025

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