



RISK EXCEPTION TEMPLATE



DOCUMENT CONTROL PAGE

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| Author | AJ KHAN |

VERSION HISTORY / CHANGE HISTORY

| Version | Date Issued | Issued to | Comments |
|---------|-------------|-----------|----------------------------|
| 0.1 | 30-Jul-2025 | | Issued for internal review |
| 1.0 | 30-Jul-2025 | | Final version |
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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

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DISTRIBUTION LIST

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| 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 |
| SCG/RMF/015/1.0 | | | Risk Management Policy |
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1) Overview

Risk Acceptance by a risk owner (typically, senior management) is performed to create awareness for the risk owner that there are cyber security risks in his/her line of business and it provides him/her a holistic view of all existing cyber security risks and allows him/her to drive those risks to be mitigated in order of importance. Additionally, it provides transparency of existing risks in an application/service/device to risk management in order to identify critical information security risks for [SecureCyberGates] businesses globally. These risks when associated with a non-compliance to the [SecureCyberGates] security policy framework also follow a policy exception process to record violations to the controls of the Information security policy framework. Below is a brief description of the exception process. 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 specific period of time, 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.

[Risk Exception Template below]

2) Risk Exception Template

All fields are MANDATORY

| | |
|--|---|
| Risk Exception Number | RX-205478 |
| Risk Exception ITSM URL | [URL where Risk exceptions are tracked centrally] [This may be any tool e.g. Service Now, RSA Archer or any SharePoint link where all Risk Exceptions are tracked.] |
| Applicant | [Employee Name] [Employee Email Address] |
| System/Application / Service for which the Risk Exception is requested | e.g. Web Application Server Hostname , DB Server Name, Web Application Name , Physical Location [e.g. Cubicle Number /Room Number] |
| Risk Score / 25 | 10 [MEDIUM RISK] [For more details , Kindly refer Risk Management Policy Document ID: SCG/RMF/015/1.0] |
| Business Criticality of the System/Application/Service | CRITICAL , HIGH , MEDIUM , LOW |
| Reasons to request the Policy Exception | e.g. Controls are Costly |
| Buiseness Justification | As cost of implementing controls are more then asset value, management team have decided to ACCEPT the risk. |
| Existing mitigations | NA |
| Risk Exception Approval attachment and Date | PFA email from Head of IT team. [Attach Email here] Date : 28-JUNE-2025 |
| Risk Exception Approved by Security Head [Approval attachment and Date | PFA approval email from Security Head. [Attach Email here]: Date : 28-JUNE-2025 |
| Risk Exception Valid untill | Risk Exceptions can be requested for up to one year 17-DECEMBER-2025 |

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