

Document Name	Acceptable Use Policy	Document Number	MIS/IMS/AUP
Security Classification	Internal	Document Status	Released
Date of Establishment	July 21, 2010	Version Number	2.4

**MYND INTEGRATED SOLUTIONS PRIVATE
LIMITED**
Integrated Management System
Acceptable Use Policy

Date of release of current version: 28 Oct'2024

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Author	Sr. Manager -IT	Reviewed By	Function Head	 <small>Intelligence Automated</small>
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Document Release History

Sr. No	Version No.	Release Date	Prepared By	Reviewed By	Approved By	Reasons for New Release
1	1.0	July 21, 2010	ISM	CISO	ISF	1st version
2	1.1	June 18, 2012	ISM	CISO	ISF	Description mentioned in the document control log
3	1.1	June 2, 2013	ISM	CISO	ISF	Reviewed- No changes made
4	1.1	May 29, 2014	ISM	CISO	ISF	Reviewed- No changes made
5	1.2	Oct 7, 2014	ISM	CISO	ISF	Description mentioned in the document control log
6	1.2	June 2, 2015	ISM	CISO	ISF	Reviewed- No changes made
7	1.3	June 1, 2016	ISM	CISO	ISF	Refer Document Change log below
8	1.4	August 27, 2017	ISM	CISO	Function Head	Refer Document Change log below
9	1.5	June 1, 2018	ISM	Function head	CISO	No Changes
10	2.0	July 1, 2019	ISM	Function head	COO	Refer Document Change log below
11	2.1	July 13, 2020	ISM	Function Head	COO	Refer Document Change log below

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12	2.2	25 Aug 2021	Mgr-IT	Function Head	COO	Refer Document Change log below
13	2.2	26 Aug 2021	Mgr-IT	Function Head	CISO	Refer Document Change log below
14	2.3	9 Sept 2022	Sr. Mgr-IT	Function Head	CISO	Refer Document Change log below
15	2.4	6 Apr' 2023	Sr. Mgr-IT	Function Head	CISO	Refer Document Change log below
16	2.4	28 Oct'2024	Sr. Mgr-IT	Function Head	CISO	Reviewed- No Change

Document Change Log

Sr. No	Change Description	Reference to Document Change Request Form	Authorized Signatory
1	Information regarding Laptop issue form and Data Card issue form is added in Clause no. 6	NA	CISO / ISF
2	In clause no. 7.2 one point (f) is added stating non usage of mobiles and camera devices in regard of video recording or photography of classified data.	NA	CISO / ISF
3	Formatting Changes made in the first page and the policy made applicable to all locations (clause no.2)	NA	CISO/ ISF
4	Footer changes has been made as approving authority is changed. Removal of CISO as authority for requesting access, software and other such requests	RFC-02	CISO
5	Removed repetitive personal data related point from Point no. 7.2 . Documents version updated	RFC-12	COO
6	Documents version updated	RFC-13	CISO

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7	Organization Logo updated in Footer, Footer changes has been made as approving authority is changed, Admin log review has been added in Sec 7.12 and USB Access review has been added	RFC-14	CISO
8	Personal laptops are not allowed to use in office premises.	Email	CISO

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