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Date of Establishment	23 October 2025	Version Number	1.0

## **MYND INTEGRATED SOLUTIONS PRIVATE LIMITED**

### **IT ASSET Policy**

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### Document Release History

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1	1.0	23 October 2025	Uma	Pramod Singh	Saurabh Ganeriwala (CBO) Nishikant Rai (CFO) Kashyap Gupta (Head of HR)	Need of the Policy

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## Document Change Log

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1.	Initial Draft	NA	CISO
2.	Roles and Responsibility has been updated	Email	CISO

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## 1. Purpose

This policy establishes comprehensive guidelines for the issuance, use, monitoring, and lifecycle management of laptops (rental and MYND owned), Desktops, network devices, server(s), and all other IT assets. It ensures:

- Security of organizational and client data.
- Compliance with international standards (ISO 27001, ISO 27701, SOC 1, SOC 2) and contractual obligations.
- Accountability of employees, IT, and management in asset handling.
- Structured approval workflows for requests, transfers, and changes.
- Ongoing monitoring and periodic compliance verification to prevent risks.

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