



# Information Security Policy

## Version 1.5

Division	Information Technology
Department	IT
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Document Title	Information Security Policy

## Document Details

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## Document Change Control

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## Information Security Policy

ORIX Auto Infrastructure Services Limited (OAIS) is a Company incorporated in the year 1995 and is a subsidiary of ORIX Corporation. OAIS has a wholly owned subsidiary namely ORIX Leasing and Financial Services India Limited (OLFS). This Policy applies to both OAIS and OLFS, and we are referring them collectively as "Orix India" in this document.

ORIX India handles sensitive customer information daily. Sensitive Information must have adequate safeguards in place to protect them, to protect customer privacy, to ensure compliance with various regulations, and to guard the future of the organization. ORIX India commits to respecting the privacy of all its customers and to protecting any data about customers from outside parties. ORIX India commits to adhere all applicable requirements including Legal, Statutory, Regulatory as well as Contractual and shall also strive to achieve continual improvement of its Information Security framework. To this end, management is committed to maintaining a secure environment in which to process customer information so that we can meet these promises. All Employees of ORIX shall ensure:

- Handle Company and customer information in a manner that fits with their sensitivity.
- Limit personal use of ORIX India information and telecommunication systems and ensure it does not interfere with their job performance.
- Not to use e-mail, internet, and other Company resources to engage in any activity that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing, or illegal.
- Not to disclose personal information unless authorized.
- Protect customer information by keeping passwords and accounts secure.
- Request approval from management before establishing any new software or hardware, third-party connections, etc.

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- Always leave desks clear of any client data and lock computer screens when unattended.
- Ensure that information security requirements and guidelines as defined by ORIX India are followed while engaging with external parties including customers, vendors, service providers, suppliers as well as contract people.
- Ensure that all redundancy and continuity requirements are identified and planned to minimize the business disruption within ORIX India. Participate in all testing and checking of such arrangements to ensure adequacy and effectiveness.
- Attend all trainings and awareness sessions conducted by ORIX as well as Clients; and keep themselves updated on information security threats and risks as well as best practices to be followed.
- Report Information security incidents, without delay, to [InfoSec@OrixIndia.com](mailto:InfoSec@OrixIndia.com) and local IT Helpdesk.
- Ensure that all controls, technical and organizational measures planned by ORIX India as part of Information Security as well as mitigation actions planned for information security risks are implemented on timely basis and monitored for adequacy and effectiveness.

ORIX India reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems, and network traffic for any purpose.

We all have a responsibility for ensuring that our company’s systems and data are protected from unauthorized access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your line manager.

\*\*\*\*\*End of Policy\*\*\*\*\*