

# BUNDL TECHNOLOGIES Pvt. Ltd

## IT SEVICE DELIVERY



### Laptop Allocation Procedure for Third Party Resources

Title of work:	Bundl Technologies / IT EUC 19	Year of Creation of Work:	2019
Category:	Internal	Full Date of Publication:	28 March, 2019
Version:	1.0	Total Pages:	7
Description:	Describes management of network devices	Reviewed by:	Guruprasad Gaikwad
Author:	Gajanan Kulkarni	Approved by:	Rajeev Kumar

Copyright, 2018. BUNDL TECHNOLOGIES, All Rights Reserved,

This internal document is the property of Bundl Technologies Pvt. Ltd & Creator Author. All use, disclosure, distribution, and/or reproduction not specifically authorized by HO IT & Compliance Dept of Bundl Technologies, are prohibited. The information contained in this document is proprietary & internal and is intended for use only by the person to whom it is specifically issued in the first place. This document is not to be loaned to anyone, within or outside the organization. Copying or distribution of this document without consent of HO IT & Compliance Dept is unauthorized and illegal.

If this volume is lost or stolen, the holder must immediately notify HO IT & Compliance Dept of Bundl Technologies. If found, please return to HO IT & Compliance Dept of Bundl Technologies, please contact IT compliance Office of Bundl Technologies, for clarifications, comments, and suggestions with respect to any matter in this document.

## DOCUMENT CONTROL INFORMATION

Ver. Rev #	Page No / Section	Description of Change	Reference	Author	Reviewed By	Approving Authority	Date of Release
1.0	All pages	First Version	CR-2019-01	Gajanan Kulkarni	Guruprasad G- (EUC Manager)	Rajeev Kumar (Head of IT)	28 March 19

**REFERENCES:** Requirement of ISO/IEC 27001:2013, SSAE 16, SOC 1, SOC2.

## TABLE OF CONTENTS

1.0	Purpose.....	4
2.0	Scope .....	4
3.0	Procedure.....	4
4.0	Disclaimer.....	5
5.0	Acronyms Used .....	6

## 1.0 Purpose:

The purpose of this policy is to outline Asset Management Procedure for Bundl Technologies Pvt. Ltd. Here after Swiggy or organization to ensure all information assets which are provided to third party employees are identified, inventoried and assigned owners.

## 2.0 Scope:

This procedure applies to all Swiggy temporary resources, customers, contractors, consultants, vendors, volunteers and others who use the resources that are either owned, leased or outsourced by the Swiggy.

## 3.0 Procedure:

IT team shall ensure that Service level agreement is in place with the third party to do a business with Swiggy so that IT compliance team shall validate the same;

IT team shall ensure that Assets shall be allocated to personals post signing the NDA between Swiggy and the end user;

IT team shall ensure that laptop is formatted as per electronic data disposal and media management policy before handover it to end user.

IT team shall ensure that the hardware assets are configured in line with the established Swiggy standards relating to quality, configuration, etc.

Every laptop shall have updated Antivirus agent, Endpoint DLP agent, CASB agent, Web proxy agent and disk Encryption mechanism without fail;

Secure VPN shall be provided to access the Swiggy internal dashboard;

IT team shall ensure that laptop declaration form is signed by the end user and recorded the same into the system;

IT team shall Ensure that the asset management tool is updated with the ownership details for the hardware assets;

Ensure that technical failures are addressed on a timely basis by maintaining up-to-date contact details of the vendor;

IT Asset Management team must be responsible for overall hardware Asset Management lifecycle and governance;

Swiggy shall always have rights to access to the system for monitoring purpose

IT team shall monitor the utilization of software licenses and report any non-compliance issues.

## 4.0 Disclaimer

IT Compliance Team of Bundl Technologies reserves all rights and is the exclusive owner of all intellectual property rights over this information security policy and procedure document. This information security policy and procedure document shall not, either in part or in full, be reproduced, published, copied, displayed, distributed, transferred, stored into any media (such as floppy diskettes, hard disks, USB Drives, Pen Drives, Memory Cards, CDS, DVD's), and/or captured or transmitted through by any means (electronic, digital, mechanical, photocopying, recordings, video and film or photographs and otherwise) by any person without prior written consent from the Head of IT.

## 5.0 Acronyms Used

Acronym	Expanded Form	Acronym	Expanded Form
ACS	Access Control Server	BUNDL Technologies	Bundl Technologies Pvt Ltd
NDA	NON DESCOSURE AGREEMENT	VPN	Virtual Private Network
WSS	WEB SECURITY SERVICES	HA	High Availability
HO IT	Head of IT	VPN	Virtual Private Network
CTO	Chief Technology Officer		
CT -IT	Compliance Team - IT		

**END**