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**PROPOSED BY:**

HR Manager

**APPROVED BY:**

Managing Director, HOEC

**DISTRIBUTION**

**ALL EMPLOYEES**

## CYBER SECURITY AND DATA PROTECTION POLICY

**Introduction:** Hindustan Oil Exploration Company Limited is committed to ensuring the confidentiality, integrity, and availability of its data and information systems. Our Company Data Protection Policy extends its commitment to treat information of employees, stakeholders and other interested parties with the utmost care and confidentiality.

Human errors, hacker attacks and system malfunctions could cause great financial damage and may jeopardize our company's reputation. With this policy, we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights. This policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data and applicable to employees, consultants, Contractors, partners and any other external entity.

**Access Control:** Access to sensitive information will be restricted to authorized personnel only. User access will be granted based on the principle of least privilege, ensuring that employees have the minimum level of access necessary to perform their job functions.

**Password Security:** Employees must use strong, unique passwords for their accounts and systems. Passwords should be regularly updated, and multi-factor authentication will be enforced for accessing sensitive systems and applications.

**Incident Response:** An incident response plan will be in place to address potential data breaches and cyber security incidents. Employees are required to report any suspicious activities or security incidents promptly to the IT department. The organization will investigate and respond to incidents in a timely and effective manner.

**Compliance and Review:** This Cyber Security and Data Protection Policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Updates and revisions will be made as necessary to address emerging cyber threats and technologies.

**Hindustan Oil Exploration Company Limited is dedicated to safeguarding its data and information systems from cyber threats and ensuring the privacy and security of sensitive information.**