Biometric Management Policy

Version 2.6

Document version control page
Prepared By

Version	Date	Author	Update Description
1.0	12/06/08	JayaseelanJ	Initial Issue
1.1	22/08/08	JayaseelanJ	Format changes
1.2	10/09/09	JayaseelanJ	Policy Document Reviewed
1.3	12/07/2010	J.Jayaseelan	Policy Document Reviewed
1.4	25/11/2011	Jayaseelan J	Policy Document Reviewed and ISM Name changed to ISH
1.5	27/06/2012	Jayaseelan J	Policy Document Reviewed
1.6	27/06/2013	Jayaseelan J	Policy Document Reviewed
1.7	27/06/2014	Jayaseelan J	Policy Document Reviewed
1.8	01/08/2014	Jayaseelan J	Policy Document Reviewed as per ISO 27001:2013 requirement
1.9	22/06/2015	Jayaseelan J	Policy Document Reviewed
2.0	14/06/2016	Jayaseelan J	Policy Document Reviewed
2.1	15/11/2017	Santhosh S	Policy Document Reviewed
2.2	12/06/2018	Santhosh S	Policy Document Reviewed
2.3	10/07/2019	Santhosh S	Policy Document Reviewed
2.4	09/11/2020	Santhosh S	Policy Document Reviewed
2.5	06/12/2021	Santhosh S	Policy Document Reviewed
2.6	02/12/2022	Santhosh S	Policy Document Reviewed

Reviewed and Approved By

Version	Date	Reviewed by	Approved By	Owner
1.0	12/06/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
1.1	22/08/08	Mr. Madhavaswamy	Mr. R.Kumar	ISM
1.2	10/09/09	HR Director	Mr. R.Kumar	ISM
1.3	13/07/2010	HR Director	Mr. R.Kumar	ISM

1.4	28/11/2011	HR Director	Mr. R.Kumar	ISH
1.5	27/06/2012	HR Director	Mr. R.Kumar	ISH
1.6	28/06/2013	HR Director	Mr. R.Kumar	ISH
1.7	21/06/201	HR Director	Mr. R.Kumar	ISH
1.8	01/08/2014	HR Director	Mr. R.Kumar	ISH
1.9	22/06/2015	HR Director	Mr. R.Kumar	ISH
2.0	14/06/2016	HR Director	Mr. R. Kumar	ISH
2.1	15/11/2017	HR Director	Mr. R. Kumar	ISH
2.2	12/06/2018	HR Director	Mr. R. Kumar	ISH
2.3	10/07/2019	HR Director	Mr. R. Kumar	ISH
2.4	09/11/2020	HR Director	Mr. R. Kumar	ISH
2.5	06/12/2021	HR Director	Mr. R. Kumar	ISH
2.6	02/12/2022	HR Director	Mr. R. Kumar	ISH

1. PURPOSE

Biometric Management Policy is to establish a framework to safeguard the data centre by the adopted biometric device within AEL Data. AEL Data adoption of recommended standards and associated conformity assessment programs will help the Organisation to enhance the security at data centre by effective use of biometric device.

2. SCOPE

This policy applies to the entire Departments of AEL Data to ensure the effective use of Biometric device.

3. ROLES AND RESPONSIBILITIES

The responsibility of effective implementation of this policy lies with Information Security Head and IT Department.

4. REFERENCE STATEMENTS

4.1. Proper management approval of authorized personnel for access to entire Organisation should be available.

4.2. The list should be validated with the logs generated on a periodic basis.

4.3. Rigorous testing is required to ensure vendor and system compliance with biometric standards.

4.4. Standards and conformity assessment processes must be identified and adopted for AEL Data.

4.5. The biometric standards and conformity assessment processes recommended by the ISC should be integrated as practice immediately once approved.

4.6. Timely adoption and use of appropriate standards is critical to achieving biometrics goals.

5. COMPLIANCE

5.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.

5.2. Audits will be managed in accordance with the Information Security Audit Procedure.

5.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

6. EXCLUSION

There are no exclusions to the above guidelines
.

7. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.