



# ***Biometric Management Policy***

***Version 2.7***

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**Prepared By**

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**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
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1.4	28/11/2011	HR Director	Mr. R.Kumar	ISH
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2.7	05/12/2023	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.