



Records Safety and Security Policy

At Century, we hold the safety, confidentiality, and integrity of our company's records as a top priority. This Records Safety and Security Policy outlines our commitment to maintaining the utmost security of records, whether physical or electronic. As custodians of sensitive information, we are dedicated to upholding the highest standards of access control, confidentiality, and data protection.

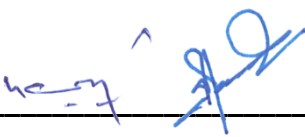
Our policy encompasses the following principles:

- 1. Confidentiality and Access Control:** Access to company records is granted on a need-to-know basis, ensuring the security of sensitive information.
- 2. Physical Security:** Records in physical formats will be stored in controlled environments, accessible only by authorized personnel.
- 3. Electronic Security:** Electronic records will be stored with robust access controls and encryption to prevent unauthorized access.
- 4. Data Retention and Disposal:** Records will be retained according to a well-defined data retention policy and securely disposed of when no longer needed.
- 5. Training and Awareness:** Regular training will be provided to employees to educate them on proper record handling and security measures.
- 6. Compliance and Auditing:** The policy complies with all applicable laws and regulations, and regular audits will be conducted to ensure adherence.
- 7. Incident Response:** In case of security breaches, a well-defined incident response plan will be activated to mitigate damage and prevent recurrence.
- 8. Excellent:** Our commitment to ensuring the security of records is demonstrated through our pursuit of excellence in our safety and security practices.
- 9. Continuous Improvement:** Feedback and advancements in technology will drive continuous enhancements in our records safety and security measures.
- 10. Responsibility and Accountability:** Every employee, contractor, and stakeholder shares the responsibility of upholding this policy, overseen by the Records Management Team.



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By adhering to the principles outlined in this policy, we underscore our dedication to safeguarding the confidentiality and integrity of our company's records, building trust among stakeholders and meeting our legal and regulatory obligations.

Prepared By : 

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Approved By : 

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