

MASHAL – INFORMATION TECHNOLOGY (IT) POLICY



Mashal
20-c, Patliputra Colony, Patna,
Bihar

Foreword by the President

Information Technology plays a critical role in the effective functioning of Mashal. In today's digital age, ensuring secure, efficient, and ethical use of our IT resources is not only essential for internal operations but also vital for maintaining the trust and confidentiality of the communities we serve.

This IT Policy outlines the standards and expectations for the use of our technological systems. It has been designed to safeguard data, streamline communications, and ensure that all IT practices align with our mission and values. It is important that each member of the organisation understands and follows these guidelines sincerely.

As President of Mashal, I urge every staff member, volunteer, and stakeholder to embrace this policy as part of our collective responsibility. By doing so, we not only protect our systems and data but also uphold the integrity and professionalism of our organisation.

Let us remain vigilant, responsible, and committed in our use of technology as we work together towards our shared vision of service and empowerment.



Sister Mary Alice

President, Mashal

Date: 12.07.2025

1. Purpose

This IT Policy provides guidelines for the appropriate, secure, and effective use of Mashal's information technology resources, systems, and data. The policy aims to ensure confidentiality, integrity, and availability of data and smooth operation of IT services.

2. Scope

This policy applies to all employees, volunteers, consultants, and any other individuals or entities who have access to Mashal's IT systems, including computers, networks, mobile devices, and data.

3. Acceptable Use

- IT resources must be used primarily for official purposes only.
- Personal use should be limited and must not interfere with work responsibilities.
- Users must not use Mashal's IT systems for illegal, harmful, or offensive activities.
- Users must not download or install unauthorized software or applications.

4. Data Security and Privacy

- Users must protect sensitive data and maintain confidentiality as per organizational and legal requirements.
- Passwords must be strong, unique, and changed regularly.
- Users must not share passwords with others.
- Data should be stored on authorized devices or servers only.
- Any suspected data breach must be reported immediately to the Director immediately.

5. Network and Internet Usage

- Internet access must be used responsibly and primarily for work-related tasks.

- Users must not access inappropriate websites or content.
- Downloading large files unrelated to work is prohibited to avoid network congestion.

6. Email and Communication

- Official email accounts must be used for all Mashal communications.
- Users must be cautious when opening email attachments or clicking on links to prevent malware.
- Mass emails or group communications should follow appropriate guidelines and avoid spamming.

7. Hardware and Software Management

- All hardware and software purchases must be approved by the Director.
- Users must not attempt to repair IT equipment without authorization.
- Only licensed software shall be installed and used.

8. Backups and Data Retention

- Regular backups of important data must be taken and securely stored.
- Old or unnecessary data should be archived or deleted in line with data retention policies.

9. IT Support and Maintenance

- Users must promptly report technical issues to the Director.
- Regular maintenance and updates will be carried out external IT persons to ensure systems remain secure and efficient.

10. Compliance and Disciplinary Action

- Violation of this policy may lead to disciplinary action, including suspension of IT privileges, termination of employment, or legal action if applicable.

11. Review and Amendments

- This policy will be reviewed annually and updated as required to keep pace with technological and organizational changes.

1st version Approved by:

Governing Body of Mashal

Date: 12.07.2025

Valid from 12.07.2025 to 30.06.2028

Chinnamma

Chinnamma KC,

Secretary,

Mashal

