

DATA SECURITY AND PLANNING POLICY.

The Policy Purpose:

The purpose of this policy is to ensure that OPTSCS ("the Company") have appropriate systems and procedures in place to secure client data and prevent any client's data leakage and better serve our clients and provide our employees with the best tools to do their jobs, OPTSCS makes available to our workforce access to one or more forms of electronic media and services, including but not limited to: computers, software, databases, mobile phone, e-mail, telephones, voicemail, fax machines, online services, intranet and the World Wide Web.

OPTSCS encourages the use of these media and associated services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been designed to express OPTSCS philosophy and set forth general principles when using electronic media and services.

Access to OPTSCS's technology resources is within the sole discretion of the Company. Generally, employees are given access to the Company's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the Company's technology resources will be given access to the necessary technology.

Prohibited Communications:

- Prejudiced or harassing
- Insulting to any individual or group
- Indecent, pornographic, defamatory or threatening
- Software license violation
- Engaging in any purpose that is illegal to OPTSCS policy or in a manner contrary to the best interests of the Company confidential or proprietary information of the Company or third parties
- Protected by copyrights laws unless permission is approved only for the employee's reference.

Personal Use

The electronic media, computers and services provided by OPTSCS are primarily for business use to assist employees in the performance of their duties. As long as personal use does not interfere with the employee's duties. However, employees are expected to demonstrate a sense of responsibility and not abuse the use of the system.

The Company assumes no liability for loss, damage, disclosure, or misuse of any personal data or communications transmitted over or stored on the Company's technology resources. The Company accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Company property. The Company strongly discourages employees from storing any personal data on the company system.

OPTSCS reserves the right without notice, to review any employee's electronic files and messages to ensure electronic media and services are being used in acquiescence with the law, this policy and to investigate misconduct, to locate information, or for any other business purpose.

- a) Employees should comprehend, therefore, that they have no right of confidentiality with respect to any messages or information created and maintained on the Company's system, including personal information or messages.
- b) All messages sent and received, including personal messages, and all data and information stored on the Company's system, voicemail system, or computer systems are Company property regardless of the content. As such, the Company reserves the right to admission all of its system including its computers, voicemail, and electronic- mail systems, at any time.

Deleting or erasing information, documents, or messages maintained on the Company's system, in most cases, ineffective. All employees should understand that any information kept on the Company's system may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

On-Line Services

OPTSCS provides authorized employees access to on-line services such as the Internet. The Company expects that employees will use these services in a responsible means and for business-related purposes only. Under no circumstances are employees permitted to use the Company's to access, download, or contribute to the following:

- entertainment sites
- games, humor
- Politically-oriented sites or sites devoted to influencing the course of legislation.

Participation in Online Forums

- a) Any messages or information sent on company- provided facilities to one or more individuals via company network are statements identifiable and attributable to OPTSCS.
- b) OPTSCS recognizes that participation in some forums might be important to the performance of an employee's duties.

Hardware & Software

To prevent computer viruses from being transmitted through the company's system, unauthorized downloading software is strictly prohibited. Only software registered through OPTSCS may be downloaded. No employee may load any software on the Company's system, by any means of transmission, unless authorized in advance by OPTSCS's system administrator.

Security/Appropriate Use

- a) Employees must respect the confidentiality of other individuals' electronic communications. or attempting to engage in:
 - Using other people's log-ins or passwords
 - Monitoring or intercepting the files or electronic communications of other employees
 - Hacking or obtaining access to systems or accounts they are not authorized to use
 - Breaching, testing, or monitoring computer or network security measures.
- b) Electronic media and services should not be used in a manner that is likely to cause network mobbing.
- c) Obtaining electronic access to other companies' or individuals' materials must respect all copyrights.

- d) The Company has installed a variety of programs and devices to ensure the safety and security of the Company's system.
- e) No e-mail or other electronic communications can be sent that attempt to hide the individuality of the sender or signify the sender as someone else.

Confidential Information

OPTSCS is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both the Company and third parties ("Confidential Information"). Therefore, employees are expected to adhere to the highest ethical standards when using or transmitting Confidential Information on the Company's system.

Confidential Information should not be accessed through the Company's system in the presence of unauthorized employee. In addition to that, Confidential Information should not be left visible or unattended.

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to remedial action, legal action and possible termination action.

Employee Agreement on Use of Company System

I have read, understand, and agree to comply with the company policies, rules, and conditions governing the use of the Company's system and services. I understand that I have no expectation of privacy when I use any of the company system and I'm aware that violations of the procedures on appropriate use of the company's system may subject the employee to disciplinary action including termination from employment, legal action.

Signed (on behalf of OPTSCS Director)

Zubaida Mohamed

Date: September, 8th 2021