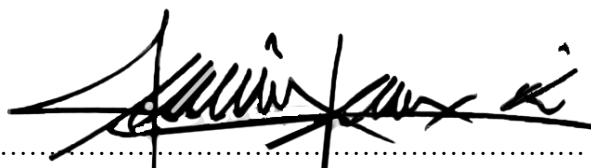# DATA STORAGE POLICY

Galaxy Aerospace (M) Sdn. Bhd. are committed to be a leader in Maintenance Repair & Overhaul (MRO) industry and shall continuously improve to maintain a secure protected data within organisation.

**The procedure shall be described as:**

- **Accountable Manager identify the GAM-MTO personnel who need access to the GAM network server.**

- **Accountable Manager provide the list of authorized personnel to the IT department.**

- **IT department create individual accounts for the authorized personnel with access to the GAM network server.**

- **IT department ensure that these accounts have the necessary permissions to access and use the GAM network server.**

- **IT department provide training to the authorized personnel on how to access and use the GAM network server.**

- **Any unauthorized access to the GAM network server will be immediately reported to the Accountable Manager.**

- **IT department remove access GAM network server from any personnel who are no longer authorized to access it or no longer part of the GAM-MTO department.**

- **IT department ensure the GAM network server is always up to date with the latest security patches and upgrades.**

- **IT department ensure the GAM network server is backed up regularly and that the backups are stored securely.**

**This procedure is designed to ensure that only authorized personnel, GAM-MTO personnel, have access to the GAM network server and that the system is used in a secure and responsible manner.**

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Name          : Dato' Shamsul Kamar Bin Samsudin
Designation   : Managing Director/ Accountable Executive
Date          : 01/11/2022