



RASCO Data Handling System

1. **One Man – One Machine:** Every RASCO employee has his own PC/Laptop and once a machine is assigned, he/she signs a legally binding ownership agreement, whereby he/she is responsible for the data generated in that machine along with the security of the data. All PCs are password protected.
2. **Standard User (No Admin Rights):** Each employee of RASCO logs in as a standard user with limited rights. The admin rights of the machines are with the CISO. The standard user cannot change any security setting, install or uninstall any software.
3. **No Physical Drives:** At RASCO no physical drives are usable in machines as all ports are disabled. Hence no CD/DVD ROMs, usb drives or external harddrives, SD Cards etc are used.
4. **Email Usage:** At RASCO, RASCO official email cannot be accessed via web browser. Only email client installed in individual PCs can be used to access emails. All web-based email portals like, Gmail, outlook, Yahoo etc are blocked.
5. **Email Log:** Detailed email log is maintained to see email interactions of all employees.
6. **Data Transmission (External):** All data shared clients, vendor or external parties is via secure FTP Cloud Solution, Zoho Workdrive. Details for features of Zoho Workdrive are available in a separate document.
7. **Data Transmission (Internal):** All data transmitted internally is shared via FTP Cloudshare solution deployed at RASCO, Zoho Workdrive. Teams work on this cloud platform to collaboratively create and edit data. RASCO emails carry attachments up to 5MB Data only.