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# **Policy Exception Policy**

### Scope

This policy applies to all published Nested Knowledge information security policies. Employees and contractors must abide by this exception process.

## Policy

An exception to an information security policy may be granted in the following cases:

• a more secure solution exists

To request an exceptions:

Email or slack the information security team to request an exception. You request must contain the following information:

- Your name
- The implicated policy.
  - For example, attach the Access Control Policy if you are requesting to share an account to a software platform with another employee.
- The device or application affected by the request.
- Data classification category of the associated systems.
- The rationale for non-compliance with the policy.
- Duration of non-compliance expected.
- Assessment of risks.
- Controls in place to mitigate risks.

## **Revision History**

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