Digital Access Control

- Financial records not to be made available for any other department to avoid insider trading.
- Server connection permissions should be given only to the I.T department to avoid data manipulation.
- Contract based employees / freelancers are not given read/write access to any company file.
- Only Company issued laptops and mobile phones to be used for handling sensitive company data.

Physical Access Control

- Entry to the server room should be limited to some selected IT professionals only.
- Accounts department is only accessible by the Finance team.
- Entry/Exit to the office only using Biometric scanners recording entry/exit time.
- 10th Floor is only accessible to board members and upper management.