

# INGOLD SOLUTIONS PVT LTD

## **Information Access Restriction Policy**

**(Ref No: - ISMS/ISPL/5.2/3)**

Access to information, both in physical or digital format is accessible to all personnel in the organization in a restrictive manner depending upon scope of the area of responsibility.

For accessing of physical information, the relevant documents are freely accessible that is required for day-to-day business operations. Confidential information has a restrictive access and is protected under lock & key. For accessing the confidential information, powers to designated personnel is vested by the top management.

Similarly, for accessing of digital information, the same is freely accessible that is required in day-to-day business operations. Confidential information has a restrictive access and is protected with User ID and Password. For accessing the confidential information, powers to designated personnel is vested by the top management.