



# **Industrial Investment Trust Limited**

## **USER ACCESS MANAGEMENT POLICY**

August 13, 2021

**Overview:**

This policy defines the standards for user access management at Industrial Investment Trust Ltd.

**Purpose:**

This policy is to ensure the overall security of IITL's systems by making users responsible for their actions.

**Scope:**

This policy applies to all personnel who have an account or access to any system that belongs to IITL.

**Policy:**

- A request for access must be made in writing (email or hard copy) by the user. In case of a new employee, the HR Dept. should make the request on his/her behalf.
- Access to IITL's Systems, Applications, Databases, Internet and email services is to be provided by the IT Dept. after receiving a formal notification on email from the Director.
- Access should be provided based on what the user has been approved for rather than what the user has applied for.
- Each user is to be provided a unique user ID so that users can be linked to and made responsible for their actions.
- There is a standard level of access to the internet facility configured in the firewall. Users will have restricted access depending on their work profile. Other services can be accessed when specifically authorized by the Director.
- All user ids must be deactivated and/or passwords must be changed in case of removal of the user from IITL's services.
- Existing list of users and details of level of access provided to them should be maintained in compliance with this policy; it should be updated every year.

List of Active Users with level of data access					
Name	Designation	Access provided			
		Internet	Data	Email	Applications
Mrs. Cumi Banerjee	CEO & Company Secretary	Full	Restricted	Yes	Basic + Insilisy
Mr. Kamlesh Agrawal	Group CFO	Full	Restricted	Yes	Basic + Tally, Webtel
Ms. Poonam Gupta	Company Secretary	Full	Restricted	Yes	Basic
Mr. G. Jeevanantham	HR Manager_WTD	Full	Restricted	Yes	Basic + ESSL
Mrs. Reshma Salins	Executive Secretary	Restricted	Restricted	Yes	Basic
Mr. Yogesh Mhatre	Assistant Manager – IT	Restricted	Restricted	Yes	Basic + CCTV
Mr. Mehul Chauhan	WTD	Restricted	Restricted	Yes	Basic
Mr. Sachin Shinde	Assistant Manager Accounts	Restricted	Restricted	Yes	Basic + Tally
Mr. Ajay Dey	Sr. Accountant	Restricted	Restricted	Yes	Basic + Tally, Webtel, Paypac
Mr. Aashish Sharma	Company Secretary	Restricted	Restricted	Yes	Basic
Mrs. Sheela Gonsalves	Executive Assistant	Restricted	Restricted	Yes	Basic
Ms. Manisha Bhagat	Assistant Manager Accounts	Restricted	Restricted	Yes	Basic + Tally, Webtel, ESSL, Paypac
Mr. Fakira Swain	Manager Accounts	Restricted	Restricted	Yes	Basic + Tally, Webtel

- Basic applications include MS Office applications, Outlook, Adobe etc.