

# INGOLD SOLUTIONS GMBH

## Access Control Policy (Ref No: - ISMS/IS/5.2/2)

Access to confidential and sensitive information has been provided to limited personnel.

These are typically available in either physical or digital form. The guiding policy to maintain confidentiality is as follows:

### **Physical Format**

These are kept under lock & key within the office premises or at a separate location. Access to the same is in limited hands as decided by the top management.

### **Digital Format**

In almost all applications, facility to download sensitive information has been barred for the operational team. Additional or complete access to digital information is provided to limited persons as decided by the top management.

**Authorized Signatory**