**IT ACCESS CONTROL POLICY**

R R Chokhani Stock Brokers Pvt. Ltd.



**May 5, 2020**

|  |  |
| --- | --- |
| **Author:** | Vishal Ayre |
| **Owner:** | Ramakant R Chokhani |
| **Organization:** | R R Chokhani Stock Brokers Pvt. Ltd. |
| **Version No:** | 1.0 |
| **Date:** | 05-May-2020 |

**Document Control**

**Document Title IT Access Control Policy**

**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version No.** | **Version Date** | **Author** | **Summary of Changes** |
| 1.0 | 05-May-2020 | Vishal Ayre | NA |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Approval** | **Version No** |
| Anand R Chokhani | IT Access Control Policy | 05-May-2020 | 1.0 |

**Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version No** |
| NA | NA | 05-May-2020 | NA |

# IT Access Management Policy

## Purpose

The purpose of this policy is to establish the framework and the rules for controlling logical access of R R Chokhani Stock Brokers Pvt. Ltd. users to the information processing systems of R R Chokhani Stock Brokers Pvt. Ltd.

## Scope

This policy applies to all staff and non-employees and other individuals, entities or organizations responsible for administering and maintaining R R Chokhani Stock Brokers Pvt. Ltd.’s IT infrastructure.

## Policy Statement of Logical Access

The Company shall control access to its information to help ensure its confidentiality and integrity.

### Access Control

* Access shall be provided to meet following two principles of Role Based Access Control:
* Need-to-know: granted access to the information you need to perform your tasks (different tasks/roles mean different need-to-know and hence different access profile).
* Need-to-use: granted access to the information processing facilities.
* There must be a formal user access provisioning and de-provisioning procedure for granting access to information, information processing systems and IT services.
* All users shall have controlled access (read, write, modify, execute, full control) to information processing systems, in accordance with the user’s functional role and information security requirements.
* For Contract Employees, Interns and Consultants, the validation of the ID must be only for the period of contract and must be automatically de-activated thereafter. There must also be a periodic review of the same.
* A record of disabled accounts must be maintained by the Designated Officer & Technology Committee.
* All information processing systems shall be configured to enable audit logs.

### User ID

* Unique user IDs shall be assigned to each user for the purpose of their job roles and responsibilities.
* R R Chokhani Stock Brokers Pvt. Ltd.’s IT administrator is responsible for creation of all R R Chokhani Stock Brokers Pvt. Ltd.’s User IDs.
* All User IDs shall follow a standard naming convention defined as a part of this policy:
* For R R Chokhani Stock Brokers Pvt. Ltd. employees (permanent and contractual basis) the naming convention is <First Name>Dot<<Last Name>.
* If the User ID already exists, <First Name>DOT<Last Name><Numeric Value> shall be considered.
* User-IDs and related passwords shall not be shared with any other individual.
* User-IDs must be disabled and deactivated when the user leaves R R Chokhani Stock Brokers Pvt. Ltd.
* Anonymous user-ids (such as “Guest”) must not be allowed.
* Common user-IDs must not be issued to multiple users. In situations where a common ID is required, written permission shall be taken from Senior Management and Designated Officer.
* Default user-IDs and passwords shipped with information processing systems and software applications must be disabled.
* User-ID that is inactive for a maximum period of 60 days shall be disabled after seeking the approval from the user’s reporting manager and/or Designated Officer.

### Privilege Management

* All privileges to the users shall be assigned through a formal access provisioning procedure.
* Designated Officer shall ensure that no privileges are assigned before access request is approved by his/her reporting manager.
* Privileges that are temporarily granted shall be authorized and tracked. Such privileges shall be revoked as soon as they are deemed not required.
* Designated Officer shall maintain detailed records for all allocated privileges.

### Review of Access Rights

* Designated Officer in coordination with Technology Committee shall review all user access rights at least every 12 months.
* Designated Officer shall review access logs, security logs, etc., on a periodic basis (once in 6 months is recommended). Findings of such reviews shall be reported to senior management for their review and possible action.
* Privileged accounts shall be reviewed by the Designated Officer at least every 6 months, and changes to such accounts shall be logged for periodic review.

### Network Access Control

* Access to networks and network services shall be specifically requested by the user’s reporting manager and reviewed by Designated Officer.
* Remote user access to R R Chokhani Stock Brokers Pvt. Ltd. network shall be subjected to appropriate user authentication and cryptographic controls, for example, use of VPN (virtual private network) connectivity and two factor authentication / security tokens.
* Wireless networks and publicly accessible systems shall be segregated from the rest of the internal network.
* Wireless networks shall be secured by binding each IT asset’s physical address (MAC address binding) on wireless access point.
* Groups of information processing systems, services and users shall be segregated on networks based on their sensitivity and classification of information stored or processed, exposure to public networks/users and corresponding risk levels.
* Access between the segregated network segments shall be appropriately controlled.
* Use of Network services shall be continuously monitored.
* R R Chokhani Stock Brokers Pvt. Ltd. shall formulate an internet access policy on content filtering proxy device to monitor and regulate the use of internet and internet-based services such as social media sites, cloud-based internet storage sites, etc. within their critical IT infrastructure.

### Secure log-on

Secure log-on shall be implemented for systems and applications, as follows:

* Information processing systems shall suspend the user account and prevent user access to the system when an incorrect user password has been entered for specific number of times.
* All actions performed by an individual on system programs shall be logged.
* All systems shall be locked, or sessions terminated after a defined time of inactivity.

### measures for application authentication security

* Any Application used by R R Chokhani Stock Brokers Pvt. Ltd. containing sensitive, private, or critical data such as IBTs, SWSTs, Back office etc. referred to as “Application” over the Internet shall be password protected.
  + Strong password policy must be followed as per company’s policy.
* Passwords, security PINs etc. shall never be stored in plain text and shall be one-way hashed using strong cryptographic hash functions before being stored in database.
* For added security, a multi-factor e.g. two-factor authentication scheme shall be used. In case of IBTs and SWSTs, two-factor authentication is mandatory.
  + In case of Applications installed on mobile devices (such as smartphones and tablets), a cryptographically secure biometric two-factor authentication mechanism shall be used.
* Post multiple failed login attempts into Applications, the Customer’s account should be locked out.
* R R Chokhani Stock Brokers Pvt. Ltd. hall focus on strong multi-factor authentication for security and educate Customers to choose strong passphrases.
  + Customers may be reminded within 60 days intervals to update their password.
* Login attempts to system much be logged for both successful and failed attempts.
* CAPTCHAs can be implemented for limiting the bruteforce attack and enumeration attacks against logins.