

Access Control Policy

Introduction

User access to Interr Security information systems shall be granted on the basis of the need-to-know least principle. Users shall be given access and any other associated assets only at the appropriate level required to perform their job functions based on business and information security requirements.

Business Requirements for Access Control

Access to the Interr HO is monitored by the CCTV, and the system records both video and sound. Signs indicating the use of CCTV surveillance are displayed upon entry to the Head Office. The purpose of the CCTV is to deter and monitor unauthorised access, vandalism and other security-related or employee disciplinary issues, the safety of individuals within the workplace and aid in emergency situations, as well as to assist in investigations of incidents, events, accidents, or any other situations that may arise within these premises. The company also reserves the right to inspect and examine the personal belongings of personnel and interested parties upon entry and/or exit.

Any information recorded is kept confidential and only accessible to the relevant IT personnel and/or the Exec team. All monitoring and recordings take into consideration local laws and regulations.

Head Office employees shall be issued a Key card that will grant them access to the office's main entrance. This shall be subject to a key card reader unlocking the door initially to enable access. Upon loss of a key card, this shall all be reported to the HR Manager as soon as possible to enable it to be de-activated in a timely manner.

User Access Management

User access management shall ensure authorised user access and prevent unauthorised access to information and information systems. This is managed by the IT & System Administrator.

All user access control is managed through system privileges. The Systems and Project Manager maintains a User Access List to evidence clearly user access rights, this is archived as rights are changed to evidence user access history. These access rights are reviewed at planned intervals, or as required, by the senior management.

Secure configuration process, use of utility programs, system files, or other software that might be capable of overriding system and application controls or altering system configurations must be restricted to the minimum personnel required as listed below.

Special attention is given to the control of privileged access rights. The Operations Control Centre room is locked at all times from within. Human Resources department room is locked when unoccupied.

Any visitors attending Interr HO will be signed in by the building reception, and upon their arrival in the HO, have their ID checked upon arrival and remain with a member of the HO team at all times during their visit and will not enter areas with privileged or limited access without approval. A visitor badge must be worn at all times whilst in the HO. CCTV in the HO records unlimited areas within the HO allowing monitoring of all visitors.

User Registration and Deregistration

Only authorized administrators shall be permitted to create new user IDs and access and issue any company equipment and may only do so upon receipt of a documented request from authorized parties using the approved QC forms. User provisioning requests must be submitted to the HR team and include approval from the line manager of the employee requesting additional access.

User IDs, access and equipment shall be promptly disabled or removed when users leave the organization or contract work ends. User IDs shall not be re-used and company equipment shall be returned. The access rights of all users shall be promptly removed upon termination of their employment or contract, or when rights are no longer needed due to

a change in job function or role. In the case of a separation from the company, all access will be deprovisioned within the same day the offboarding request is submitted unless otherwise specified.

Information Access Restrictions

The level and type of restrictions applied by each application should be based on the individual application requirements, as identified by the data owner. The application-specific access control policy must also conform to Interr's policies regarding access controls and data management.

Prior to implementation, evaluation criteria are to be applied to application software to determine the necessary access controls and data policies.

This is achieved by a dynamic access management assessment, including but not limited to:

- Sensitivity and classification of data.
- Risk to the organization of unauthorized access or disclosure of data
- The ability to, and granularity of, control(s) on user access rights to the application and data stored within the application
- Restrictions on data outputs, including filtering sensitive information, controlling output, and restricting information access to authorized personnel
- Controls over access rights between the evaluated application and other applications and systems
- Programmatic restrictions on user access to application functions and privileged instructions
- Logging and auditing functionality for system functions and information access
- Data retention and aging features

Secure log-on controls shall be designed and selected in accordance with the sensitivity of data and the risk of unauthorized access based on the totality of the security and access control architecture.

User Responsibilities

Users shall take all measures to prevent compromise and/or theft of their access rights in accordance with the organisation's Cryptography Security Policy. They shall be expected to do this through the following:

- Maintaining authentication security, particularly regarding password and key card safety
- Securing assets assigned to them (e.g. computer and other office equipment)
- Any secret authentication information, such as passwords and login details must remain confidential and changed upon notification or any indication of a compromise. Should this happen, this must be reported immediate to the company in line with the Information Security Incident Reporting policy. When setting passwords, they must be in line with the Information Security Policy.

If this policy is breached the Company, may take disciplinary action and may result in your dismissal without notice.

Network Access Control

Users shall have direct access only to the services and systems that they have been specifically authorised to use. Upon being granted specific authorisation, users may be allowed access to the following:

Networks – Organisations LAN/WAN

Network Services –File Services, E-mail & internet

Network and Systems access

Access to the network and systems will be via a secure log-on procedure, designed to minimise the opportunity for unauthorised access. There is a formal, documented user registration and de-registration procedure for access to the network and Interr's systems.

Access rights to the network will be allocated on the requirements of the user's job, rather than on a status basis. Security privileges (i.e. 'super user' or network administrator rights) to the network will be allocated on the

requirements of the user's job, rather than on a status basis. Access will not be granted until the IT Helpdesk or Super Admin registers a user by receiving the New User Request Form approved by HR.

All users to the network will have their own individual user identification and password. Users are responsible for ensuring their password is kept secret. User access rights will be immediately removed or reviewed for those users who have left the organisation.

Third Party Access Control to the Network Third party (auditors or government agencies) access to the network will only be permitted with a permission from the ISO or CEO.

Access controls apply to all networks, servers, workstations, laptops, mobile devices, cloud applications and websites, cloud storages, and services.

All customer data stored in SharePoint Online is encrypted (with one or more AES 256-bit keys) and is FIPS 140-2 Level 2 validated. Interr has the ability to control variety of devices and systems across multiple instances by using an external Remote Monitoring and Management system.

Network segregation and segmentation

Network segregation and segmentation are used by Interr to reduce our security risks in a digital environment.

Some of the key benefits of network segmentation and segregation include:

- Limiting access privileges to those who truly need it
- Protecting the network from widespread cyberattacks
- Boosting network performance by reducing the number of users in specific zones

Network Segregation

Refers to the separation of critical networks from the internet, as well as from other internal networks. It also enforces rules for communication between hosts and services.

Network Segmentation

Involves splitting larger networks into smaller segments, usually through firewalls, local area networks, and other techniques.

Protection of application service transactions

While security responsibilities will vary depending on the type of service the company uses, all staff, contractors, consultants etc will be responsible for the effective management of the data that we store and process within our business. Application service transactions shall be protected to prevent incomplete transmission, mis-routing, unauthorised message alteration, unauthorised disclosure, unauthorised message duplication or replay.

The company will ensure that the latest software updates are used on all security assets and services – this will be completed by getting the latest systems from the approved providers of the systems the company uses. All automatic updates on all our operating systems and applications are enabled and forced to ensure all users use the latest software.

All transactional information is stored outside a publicly accessible environment (e.g. – Sage, HSBC, Nat West) and is not retained or exposed on an internet-accessible storage medium, other than those provided by the 3rd party, such as banking institutions or issued platforms, which confirm to regulated infosec standards.

Protection is incorporated and implemented in the electronic DocuSign signatures (where applicable) for any contractual or transactional details. The company uses web application firewalls among an active antivirus and a two factor authentication when logging onto any systems that handle any level 3 sensitive data – such as banking, transactional payments and any personal details. Person to person verification will be followed before any data is accessed or submitted in line with Interr's InfoSec policies and procedures.

Testing such as penetration testing and vulnerability testing will be completed on annual basis ensuring the services we use and have control over, to ensure they are secure and there are no potential weaknesses. Spot check testing on the services will be completed quarterly in line with the below protection of the log information section.

Operating System Access Control and Backup

Controls shall be implemented to restrict information system access to authorised users by requiring authentication of authorised users in accordance with the defined access control policy. Controls include:

- Providing mechanisms for authentication by knowledge-, Keys &/or Keypad methods as appropriate.
- Recording successful and failed system authentication attempts
- Recording the use of special system privileges and
- Issuing alarms when access security controls are breached.

Regular and automated encrypted back-ups of all systems are in place to protect them from power failures or other disruptions caused by failures in supporting utilities.

Information Access Control

Controls shall be established and implemented to prevent unauthorised access to information held in application systems. High level clearance should only be authorised by the ISO.

Multifactor authentication

Sometimes referred to as two-factor authentication or 2FA is a security enhancement that required two pieces of evidence when logging or using a certain account. Multifactor authentication is enforced only on certain system within the company, such as company banking or payments systems.

Mobile Computing

Controls shall be established and implemented to ensure information security when using mobile computing devices. Controls shall be implemented to commensurate with the:

- Type of user(s)
- Setting(s) of mobile use and
- Sensitivity of the applications and information being access from the mobile device.

Mobile phone policy should be read in conjunction with this policy.

Policy Review and Assessment

This policy may be amended by Interr at any time to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO
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