



## Shretron India Limited

### Revision History

Version	Issue Date	Prepared By	Approved By	Changes
1.0	02.04.2021	Vaneet Soni	A P Panwar	Initial Draft

#### 1. Purpose

The purpose of the Identity and Access Management Policy is to establish the requirements necessary to ensure that access to AUA systems and use of AUA/KUA Information Resources is managed in accordance with business requirements and information security requirements.

#### 2. Scope

The scope of the policy applies to the confidentiality, integrity and availability of the organization's information with regards to access to AUA systems and AUA/KUA services.



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### 3. Identity & Access Administration Policy

1. Access to confidential information is controlled/managed by user roles/duties/responsibilities.
2. Access to the AUA KUA portal includes a secure log-on procedure.
3. Workstations and laptops are ensured an automatic lock-out after a pre-determined period of inactivity.
4. Further documented user access rights and privileges of on-site employees and to AUA/KUA services and is as below:
  1. Super Admin Role: Super Admin role will have access to
    - a. View Live transaction dashboard
    - b. Live dashboard management
    - c. ASA server live status
    - d. ASA Management (creation, update, delete).
    - e. Account Management to create organization, accounts, applications, user creation and role assigning.
    - f. Tool Management to search transaction, download reports, search app license key, FCM management etc.
    - g. Will have access to download reports like application wise reports, ASA wise reports, application and ASA wise breakup, account wise breakup and detailed transaction summary.
  2. Admin Role: Admin login will have access to
    - a. View Live transaction dashboard
    - b. Live dashboard management
    - c. ASA server live status
    - d. Tool Management to search transaction, download reports
    - e. Will have access to download reports like application wise reports, ASA wise reports, application and ASA wise breakup, account wise breakup and detailed transaction summary.
  3. User Role: User login will have access to
    - a. View Live transaction dashboard
    - b. Live dashboard management
    - c. Tool Management to download reports



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- d. Will have access to download reports like application wise report.
4. Portal login security is ensured by following measures:
- a. Auto log off in 15 minutes if left unattended
  - b. Eight letter password with at least one capital letter, one special character and one number
  - c. A six letter CAPTCHA
  - d. Deactivation of user names as employee leaves the project
  - e. User login renewal in every three months

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