



ACCESS CONTROL POLICY		Doc No.: WT-ISMS-POL-003
		Current Version: 1.0
		Issue Date: March 8, 2026
Revision Date: N/A	Revision No.: 00	Owner: CTO

Purpose:

The purpose of this policy is to establish rules and controls governing logical access to Woltrio information systems, applications, networks, and data in order to protect the confidentiality, integrity, and availability of information assets.

This policy ensures that access to systems containing Electronic Medical Records (EMR), Electronic Health Records (EHR), and Protected Health Information (PHI) is granted only to authorized users based on business requirements.

Scope:

This policy applies to:

- All Woltrio employees
- Contractors and consultants
- Third-party service providers
- System administrators and developers

The policy applies to all information systems and assets within the ISMS scope, including:

- EMR/EHR SaaS platforms
- Cloud infrastructure and hosting environments
- Internal IT systems
- Development and testing environments
- Source code repositories
- Databases containing PHI or customer data
- Workstations, laptops, and mobile devices

Policy Statement:

Woltrio shall implement role-based access control (RBAC) and enforce the principle of least privilege to ensure users only have access necessary to perform their job functions.

All access to sensitive systems must be:

- Authorized
- Authenticated
- Logged
- Regularly reviewed

Access Control Principles:

Woltrio enforces the following core principles:

1. Least Privilege:

Users must be granted the minimum access necessary to perform their duties.



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2. Need-to-Know:

Access to sensitive information must be granted only when required for business operations.

3. Role-Based Access Control (RBAC):

Access permissions must be assigned based on job roles rather than individuals wherever possible.

4. Segregation of Duties:

Critical tasks must be separated to reduce the risk of fraud or unauthorized activity.

17/03/2026

Approval Authority:

X *EhtiSham*

Ehtisham Ilyas
Founder & CEO

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