



INTEGER WEALTH GLOBAL

POLICY DOCUMENT – 20231020/01

Document & Storage Policy

20 October 2023

Purpose

This policy outlines the guidelines for secure document storage, access, and retention within Integer Wealth Global. It ensures compliance with ISO 27001 standards and protects sensitive information.

Scope

This policy applies to all employees, contractors, and third parties handling company documents.

Policy Statements:

1. Document Classification:
 - All documents must be classified based on their sensitivity (e.g., confidential, internal use, public).
 - Classification determines access controls, retention periods, and storage locations.
2. Access Controls:
 - Access to documents should be restricted to authorized personnel only.
 - Role-based access controls (RBAC) must be implemented.
 - Regular access reviews are conducted to ensure appropriateness.
3. Storage Locations:
 - Electronic documents:
 - Store on secure servers or cloud platforms with encryption.
 - Regularly back up data to prevent loss.
 - Physical documents:
 - Use locked cabinets or restricted-access rooms.
 - Limit access to authorized personnel.
4. Retention Periods:
 - Documents must be retained according to legal, regulatory, and business requirements.
 - Refer to the **Data Retention Policy** for specific guidelines.
5. Document Destruction:
 - Obsolete or expired documents must be securely destroyed.
 - Shredding, digital wiping, or secure disposal methods are used.
6. Version Control:
 - Maintain clear version histories for documents.
 - Avoid confusion by using consistent naming conventions.



7. Audit Trails:

- Document access and modifications are logged.
- Regularly review audit logs for unauthorized activities.

8. Training and Awareness:

- All staff receive training on document handling, storage, and security.
- Regular awareness campaigns reinforce best practices.

Responsibilities:

1. Document Owners:

- Classify and label documents appropriately.
- Ensure proper storage and access controls.
- Monitor document versions and updates.

2. IT and Security Teams:

- Implement technical controls for document storage.
- Monitor access logs and enforce security policies.

Review and Compliance:

- This policy is reviewed annually by the Information Security Officer and Legal Officer of Integer Wealth Global.
- Non-compliance may result in disciplinary action