

# Third-Party Access Policy

## 1. Purpose

This policy defines requirements for granting third-party access to company information systems and data. Its purpose is to ensure the security and privacy of organizational assets when accessed or handled by external parties.

## 2. Scope

This policy applies to all third-party vendors, contractors, partners, and service providers who require access to company information systems, networks, or data.

## 3. Policy

1. **Authorization:** All third-party access must be formally requested, reviewed, and approved by authorized personnel.
2. **Agreement:** Third parties must sign a Non-Disclosure Agreement (NDA) and comply with all relevant security policies and procedures.
3. **Access Controls:** Access shall be limited to the minimum required for the agreed purpose and be time-bound.
4. **Monitoring:** All third-party activities may be monitored to detect and prevent unauthorized access.
5. **Termination:** Access rights will be immediately revoked when no longer required or upon contract termination.
6. **Compliance:** Third parties must comply with all applicable laws, regulations, and company policies.

## 4. Responsibilities

It is the responsibility of the IT department and department heads to ensure third-party access is provided according to this policy. Third parties are responsible for complying with all stated requirements.

## 5. Enforcement

Violation of this policy may result in suspension of access, contract termination, and potential legal action.

## 6. Review

This policy shall be reviewed annually and updated as needed.