# Tapify Security Policy – Access Controls

Tapify maintains strict access control policies for all production assets and data. 1. **Defined Processes:** - All requests for access to production systems or data must be submitted through an internal request system. - Each request is reviewed and must be approved by an authorized administrator. - Access is provisioned only on a least-privilege basis. 2. **Access Reviews:** - Access permissions are reviewed on a quarterly basis to ensure appropriateness. - Any unused or outdated access credentials are revoked. 3. **Revocation Procedures:** - Access is immediately revoked upon employee or contractor termination. - Temporary access is automatically revoked after the approved time window expires. 4. **Logging & Monitoring:** - All access requests, approvals, and revocations are logged for audit purposes. - Monitoring systems track production access in real-time to detect anomalies. By enforcing these controls, Tapify ensures only authorized personnel have access to sensitive production assets and data.