



# Shreetron 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

This log management policy defines specific requirements for information systems to generate, store, process, and aggregate appropriate logs across AUA environment in order to provide key information and detect indicators of potential incidents.

### 2. Scope

This policy applies to all information systems of AUA. This policy applies to all employees, contractors, and partners of AUA that administer or provide maintenance on AUA systems.



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### 3. Policy

1. All production systems within AUA shall record and retain audit-logging information that includes the following information:
  - a) Activities performed on the system.
  - b) The user or entity (i.e. system account) that performed the activity, including the system that the activity was performed from.
  - c) The file, application, or other object that the activity was performed on.
  - d) The time that the activity occurred.
  - e) The outcome (e.g., success or failure) of the activity.
2. Specific activities to be logged must include, at a minimum:
  - a) Information (including authentication information such as user names or passwords) is created, read, updated, or deleted.
  - b) User authentication and authorization to systems and networks.
  - c) Granting, modification, or revocation of access rights, including adding a new user or group; changing user privileges, file permissions, database object permissions, firewall rules, and passwords.
  - d) System, network, or services configuration changes, including software installation, patches, updates, or other installed software changes.
3. Logs must be manually reviewed on a regular basis
4. Information System audit logs must be retained for an appropriate period of time, based on the Document Retention Schedule and business requirements. Audit logs that have exceeded this retention period should be destroyed according to AUA document destruction policy.

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