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Management Information System Policy
Turkish Grameen Microfinance Program (TGMP)

- Users of Management Information System not access, cause or create the possibility of accessing any system, equipment, or data that they are not authorized to use.

- Turkish Grameen Microfinance Program users will not bypass proper identification by logging on to any TGMP system as someone else. TGMP users will not share accounts, in any form.

- TGMP users will not install or connect any type of hardware to any portion unless with written permission from the Directorate of Information Technology and Blockchain.

- Users will use software only in accordance with the license agreements.

- Users learning of any misuse of software or related documentation are required to notify their supervisor or the Directorate of Information Technology and Blockchain immediately.

- If the users of Management Information System learn of any misuse of software or related documentation are required to notify their supervisor or the Directorate of Information Technology and Blockchain immediately.

- TGMP's physical security risks are building security, server rooms, network equipment, and Wide Area Network (WAN) provider connectivity equipment. Physical security begins with locking server and network equipment room doors and having office security systems.

- Only employed TGMP's users shall receive keys, codes, or pass phrases to building alarm systems and perimeter door locks.

- Vendors, consultants, and service providers shall not receive keys or codes to sensitive equipment or data storage areas, without approval from the Security Officer.

- TGMP's administrator passwords will be changed on an annual basis and in the event of Senior Management or Directorate of Information Technology and Blockchain personnel changes.

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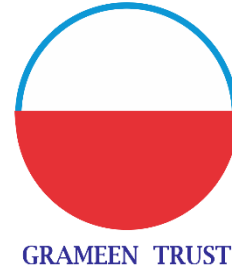
- System managers must take into account the confidentiality and value of the information that is being managed. It is recommended that system managers perform a risk assessment on deploying new systems and from time to time thereafter.

The information and records management unit is responsible for overseeing the management of information and records in this organization consistent with the requirements described in the policy. This includes providing training, advice and general support to the other members, development and implementation of information and records management products and tools, including systems to assist in the creation of complete and accurate records, development of strategies to enable records management practices, monitoring compliance with information.

TURKISH FOUNDATION FOR WASTE REDUCTION
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