

# Security and data overview

How asasii club handles staff sign-in, roles, audit, member data, payments and continuity.

## Identity and access

|                                    |                                                                                                                                            |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff accounts</b>              | Named accounts on both consoles                                                                                                            |
| <b>Multi-factor authentication</b> | Required for every staff account                                                                                                           |
| <b>Sign-in methods</b>             | Passkey, authenticator app or SMS code                                                                                                     |
| <b>Invitations</b>                 | An email link to set a passkey or password, with MFA at first sign-in                                                                      |
| <b>Members</b>                     | Membership number and password, with face or fingerprint once turned on; first-time activation by a one-time code to the registered mobile |

## Roles

|                                |                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------|
| <b>Permission matrix</b>       | View, edit or full access for each module and role, changed by club management without IT |
| <b>External auditors</b>       | Their own role, with access that can end on a set date                                    |
| <b>Outside email addresses</b> | Allowed only with the auditor role                                                        |

## Sessions

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| <b>Timeouts</b>        | An idle timeout and a longest session, set by the club                  |
| <b>Failed sign-ins</b> | Sign-in pauses after repeated failed attempts, for staff and members    |
| <b>Finance screens</b> | Receivables, write-offs and settings can be limited to the club network |

## Audit

|                         |                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------|
| <b>What is recorded</b> | Every change, approval, export and sign-in, with who did it, from where, and the before and after |
| <b>Integrity</b>        | Entries cannot be edited or deleted                                                               |
| <b>References</b>       | Errors show a request id that support can trace to the exact request                              |
| <b>Overrides</b>        | Guest limit overrides are recorded on the guest register                                          |
| <b>Integrations</b>     | Every sync is written to the audit log                                                            |

## Approvals

|                         |                                          |
|-------------------------|------------------------------------------|
| <b>Write-offs</b>       | Two approvers                            |
| <b>Suspension rules</b> | Changes need two approvers               |
| <b>Credit limits</b>    | Changes above a set amount need approval |

## Where the data lives

|                                |                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------|
| <b>Environment</b>             | The club's own cloud account or data centre                                      |
| <b>Ownership</b>               | The club owns the data; the club's team holds the keys, the backups and the data |
| <b>Installation and upkeep</b> | idataraya installs the system, hardens it and keeps it current                   |

## Personal data

|                               |                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------|
| <b>Member and staff data</b>  | Stay in the club's own environment, under the Personal Data Protection Act 2010         |
| <b>Guest identity numbers</b> | Masked on the guest register                                                            |
| <b>Account details</b>        | A refused charge or an account on hold is never explained on a counter or public screen |
| <b>Club-held details</b>      | Locked in the member app, with a note on who changes them                               |

## The member card

|                           |                                                        |
|---------------------------|--------------------------------------------------------|
| <b>Rotating QR</b>        | Refreshes on a timer, so a screenshot cannot be reused |
| <b>Statement and card</b> | Opened with face or fingerprint in the member app      |

## Payments

|                        |                                                                               |
|------------------------|-------------------------------------------------------------------------------|
| <b>Card data</b>       | Card payments go through the club's own acquirer, and card data stays with it |
| <b>Online banking</b>  | FPX for statements, tickets and bookings in the app                           |
| <b>Settlement</b>      | To the club's own account                                                     |
| <b>Failed payments</b> | Nothing is charged, and the member sees a reference for the front desk        |

## Continuity

|               |                              |
|---------------|------------------------------|
| <b>Backup</b> | A drilled backup and restore |
|---------------|------------------------------|

|                        |                                                                      |
|------------------------|----------------------------------------------------------------------|
| <b>Without signal</b>  | The member card keeps its last code                                  |
| <b>Accounting sync</b> | A failed sync holds its entries and posts them on the next good sync |

## Monitoring and response

|                   |                                                 |
|-------------------|-------------------------------------------------|
| <b>Monitoring</b> | Continuous, from within the club's environment  |
| <b>Response</b>   | Severity-based response times, measured monthly |

## Integration

|            |                                                            |
|------------|------------------------------------------------------------|
| <b>API</b> | Documented, for the club's other systems and third parties |
|------------|------------------------------------------------------------|

asasii club is a product of idataraya Sdn Bhd (1263428-K), Kuala Lumpur. Deployed in the client's own environment, customised and maintained by idataraya. [info@idataraya.com](mailto:info@idataraya.com) · [club.asasii.com](http://club.asasii.com)