<< Organisation logo>>

<< Access Control Policy >>

***Version: 1.0***

***Date***

**Revision History**

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| Date | Version | Author | Summary of Changes |
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**Approvals**

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# **INTRODUCTION**

## DOCUMENT PURPOSE

This Access control policy specifies the access management across all information resources. It details out the objectives for appropriate access management which is based on least privilege and need to know basis.

[Organisation] views corporate information relating to its business as proprietary to it and therefore requires management and staff to control the access to information in order to protect it from accidental or unauthorized disclosure, modification or destruction.

## SCOPE

# This policy covers all information that is held, processed, transmitted or printed by any [organisation] information processing facility.

## POLICY

Below statements shall be complied with.

**Policy Statements**

|  |  |
| --- | --- |
| No: | Statements |
|  | Access to corporate information may only be given to those users/staff with a genuine need to conduct [organisation] business, implementing the least privilege principle |
|  | Individual accountability shall be achieved, segregation of duties promoted and additional controls over staff with special access privileges shall be applied through access control mechanisms. Two-factor authentication applied if applicable |
|  | Access control arrangements shall fail securely. Staff shall have no access by default |
|  | Access rights or privilege given but no longer required shall be revoked and amended appropriately |
|  | A formal process for giving staff access to systems at an “administrator” level will be established |
|  | Ensure that staff only use administrator accounts to carry out administrative activities |
|  | Ensure that administrator accounts are not used for accessing email or web browsing |
|  | Logging/tracking of access to information is enforced and the [organization] reserves the right to monitor any access logs as and when necessary |