<< Organisation logo>>

<< Access Control Policy >>

Version: 1.0
Date

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Revision History

Date	Version	Author	Summary of Changes

Approvals

Name	Signature	Title	Issue Date	Version

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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

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	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

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