## Access controls worksheet

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Note(s)** | **Issue(s)** | **Recommendation(s)** |
| **Authorization /authentication** | The one who caused this had the user of legal/admin, with the 152.207.255.255 IP, occurred in 10/03/2023 at 8:29:57.The used device was Up2-NoGud computer. | The user had admin permissions. Taking into account that all employees have admin authorization it’s quite difficult to know who made the deposit, unless you compare logs. The person that made the deposit had the 152.207.255.255 IP, the same as Robert Taylor Jr, the legal attorney of the company who doesn’t work there anymore since 2019. | They should have procedures in place to revoke access to files when an employee is no longer working for the company, they should apply the principle of least privilege among them to make sure fewer people have access or admin roles, they should audit periodically all the permissions given to all employees just to make sure everyone has the correct permissions. Enable MFA, user accounts should expire after 30 days, contractor should have limited access. |