## Access controls worksheet // Z. Medunytsia

|  | **Note(s)** | **Issue(s)** | **Recommendation(s)** |
| --- | --- | --- | --- |
| **Authorization /authentication** | * *The user accessed the system after normal business hours (e.g., at 11:47 PM).* * *The IP address used (e.g., 192.168.1.24) does not match the user’s known office IP range, suggesting remote or unauthorized access.* | * *The user account involved in the incident belonged to a* ***former employee*** *who should have been deactivated but remained active.* * *The access level for this user account included administrative privileges, which were not revoked upon termination.* | * ***Implement automated offboarding procedures****: Ensure that user accounts are disabled immediately when an employee departs the organization to prevent unauthorized access by former staff.* * ***Enforce least privilege principle****: Regularly audit employee access levels and ensure that users only have permissions necessary for their job functions. Remove administrative rights unless strictly required.* |