

# Access Onboarding and Termination Policy

My Company

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC6.1, CC6.2, CC6.3

Table 2: Document history

Date	Comment
Dec 21 2020	Initial document

## 1 Purpose and Scope

- a. The purpose of this policy is to define procedures to onboard and offboard users to technical infrastructure in a manner that minimizes the risk of information loss or exposure.
- b. This policy applies to all technical infrastructure within the organization.
- c. This policy applies to all full-time and part-time employees and contractors.

## 2 Background

- a. In order to minimize the risk of information loss or exposure (from both inside and outside the organization), the organization is reliant on the principle of least privilege. Account creation and permission levels are restricted to only the resources absolutely needed to perform each person's job duties. When a user's role within the organization changes, those accounts and permission levels are changed/revoked to fit the new role and disabled when the user leaves the organization altogether.

## 3 Policy

- a. *During onboarding:*
  - i. Hiring Manager informs HR upon hire of a new employee.
  - ii. HR opens an onboard comply procedure and follows the onboarding instructions.
  - iii. HR sends a ticket to IT to inform them of a new hire and their role.
  - iv. IT creates a user in Snipe-IT and checks-out the predefined kit needed for this role.
  - v. Account credentials are passed on in MyGlue password manager to the new hire.
- b. *During offboarding:*
  - i. Hiring Manager notifies HR when an employee has been terminated.
  - ii. HR opens an onboard comply procedure and follows the offboarding instructions.
  - iii. HR sends a ticket to IT to inform them of a user termination.
  - iv. Employee turns in assets during offboarding interview.

- v. IT revokes all access to software and checks-in physical assets in Snipe-IT within two business days from receipt of notification.
- vi. Computer is marked as “Pending Imaging” and added to the queue to be re-imaged.
- vii. Computer is marked as “Available” upon reimaging.
- c. *When an employee changes roles within the organization:*
  - i. Hiring Manager will inform HR of a change in role.
  - ii. HR and IT will follow the same steps as outlined in the onboarding and offboarding procedures.
- d. *Review of accounts and permissions:*
  - i. Each month, IT and HR will review accounts and permission levels for accuracy using MyGlue password manager.