

Access Onboarding and Termination Policy

Fusion-IT

January 2021

Contents

1 Purpose and Scope	2
2 Background	2
3 Policy	2
4 Authorship and Approval	3

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 preboarding : 2-3 weeks before onboarding day*
 - i. Hiring manager accesses Comply's VM and executes "comply proc preboard"
 - ii. HR receives the ticket, follows the instructions and closes the ticket
 - iii. HR accesses Comply's VM and executes "comply proc onboard" upon reception of the work contract
- b. *During onboarding : Upon reception of the work contract*
 - i. An IT technician receives the ticket, assigns it to himself, follows the instructions in the IT Technician section and assigns the ticket to HR upon completion up to 24 hours before the employee's first day
 - ii. HR receives the ticket, reviews the HR section and closes the ticket
- c. *During offboarding:*
 - i. Hiring manager accesses Comply's VM and executes "comply proc offboard"
 - ii. HR receives the ticket, follows the instructions in the HR section and assigns it to IT Technician

- iii. An IT technician receives the ticket and assigns it to himself
- iv. The IT technician follows the instructions in the IT Technician section and assigns the ticket to HR upon completion
- d. *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.
- e. *Review of accounts and permissions:*
 - i. Each month, IT and HR will review accounts and permission levels for accuracy.

4 Authorship and Approval

Last edit made by Lotana (louis.tant@gmail.com) on Wed, 23 Dec 2020 15:04:15 -0500.

Approved by Lotana (louis.tant@gmail.com) on Wed, 23 Dec 2020 15:04:15 -0500 in commit 2b53b22312b5357aaa4cd0645ff1b5da99ead753.