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| Information Security Policies | | | | | |
| Account and Privilege Management Policy | | | | | |
| Policy # | CPL-08-03 | Effective Date | MM/DD/YYYY | Email | policy@companyx.com |
| Version | 2.0 | Contact | Policy Contact | Phone | 888.641.0500 |

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Purpose

This policy defines the control requirements for the secure management of accounts and associated privileges on Company X computer and communications systems.

Scope

This policy applies to all Company X computer systems and facilities, with a target audience of Company X Information Technology employees and partners.

(Note: This policy provides more granular controls than those provided in CPL-08 Access Control Policy.)

Policy

### Authorization

**Identification For System Usage -** All users must be positively identified prior to being able to use any multi-user computer or communications system resources.

**Unique User ID And Password Required** - Every user must have a single unique user ID and a personal secret password for access to Company X multi-user computers and computer networks.

**User ID Authorization** – Requests for the addition, deletion, and modification of all user IDs, credentials, and other identifier objects on Company X computer and communications systems must be submitted on a form (or electronically) authorized by the worker's immediate supervisor or manager.

### Account Categorization

**Account Categorization** – All accounts created on Company X systems must fall into one of three categories, each designed for different levels of control and security. Accounts and corresponding passwords must fall into the following two categories:

* **User Account (Identity)** – This account may represent a human being and therefore that password determines identity e.g. an active directory user account – the password on the account is the secret known by the human that identifies that human to the system. An identity password should not be associated with a privileged account but rather a regular user account.
* **Privileged (Identity) Account** – Privileged accounts are associated with a specific human being, but these accounts have expanded privileges in order to maintain systems. Examples include system administrator accounts. These accounts must be limited and the passwords can be set to larger values and perhaps stored in the privileged account management system.
* **System (Non-Identity) Account** – Non-identity accounts are not associated with a specific human being, but a system or service (for example system account like UNIX root or a service account) The passwords on these accounts do not provide for any identity of a human and therefore do not need to be memorized. These passwords can be set to very large values and stored in the privileged account management system.

### ****Account Definition****

**Unique User IDs** - Each computer and communication system user account ID must uniquely identify only one user. Shared or group user IDs must not be created or used.

**User ID Construction**- All user IDs on Company X computers and networks must be constructed according to the Company X user ID construction standard, must clearly indicate the responsible individual’s name.

**Generic User IDs** - User IDs must uniquely identify specific individuals and generic user IDs based on job function, organizational title or role, descriptive of a project, or anonymous, must not be created or used.

**Re-Use Of User IDs** - Each Company X computer and communication system user ID must be unique, connected solely with the user to whom it was assigned, and must not be reassigned after a worker or customer terminates their relationship with Company X.

**Role-Based Password Length - The minimum length for fixed passwords must be set to six for handheld computers, eight for all network-connected computers, and ten for administrator and other privileged user IDs.**

### ****Separate of Duties****

**Systems Administrator User IDs** - System administrators managing computer systems with more than one user must have at least two user IDs, one that provides privileged access and is logged, and the other that provides the privileges of a normal user for day-to-day work.

### ****Duration Setting****

**User ID Expiration** - Expiration dates must be set for all user IDs on multi-user systems at Company X. When user IDs expire, privileges for user IDs must be automatically be revoked, and the files linked to these user IDs must be retained for at least a two-week period.

**User ID Expiration Period** - User IDs on Internet-accessible computers must be set to expire six months from the time they are established and renewable in six-month intervals.

**Third Party User ID Expiration** - Every user ID established for a non-employee must have a specified expiration date, with a default expiration of 30 days when the actual expiration date is unknown.

### Account Maintenance

**User Status Changes** - Every change in the status of a User that would change their access to information or systems must be reported to the Information Technology Department.

**Inactive Account Maintenance** - All inactive accounts over 90 days old must be either removed or disabled.

### Administrator and Privileged Accounts

**Privileged User Account Approval** – The creation or modification of privileged user accounts must be approved by at least two individuals: The System Owner and an authorized member of the Information Technology department. System administrators must not be allowed to create other privileged accounts without authorization.

**Number Of Privileged User IDs** - The number of privileged user IDs must be strictly limited to those individuals who absolutely must have such privileges for authorized business purposes.

**Privileged Account Requirements** – All privileged accounts on Company X systems must employ greater security than non-privileged accounts. This includes longer, more secure passwords and greater audit accountability.

**Role Based Account Privileges** – To facilitate secure management of systems, wherever possible, privileged accounts must be defined based on the specific role of the system administrator.

### Privileged Account Management

**Privileged Account Inventory** – Company X must maintain an inventory of all accounts with privileged access on production information systems. These include, at a minimum, local administrator accounts and service accounts.

**Central Automated Management** – All privileged accounts on Company X systems must be managed by a central system. This system must provide an audit trial that tracks specific additions, changes and deletions.

**Integration with Native Directories** – Any privileged account management system must integrate with native operating system account management systems or directory services (such as Active Directory)

**Integration with Strong Authentication Methods** – Any privileged account management system must integrate with strong authentication methods (such as two factor authentication) to ensure the identity of the user in addition to their directory authentication.

**Password Vault** – Company X system administrators must have access to a vault system which enables the temporary provisioning of access to privileged accounts and passwords (aka FireID) for emergency maintenance.

**Password Vault Encryption – Company X must maintain any credentials stored in a central management system within an encrypted password vault, using strong encryption algorithms that meet compliance and/or regulatory requirements.**

**Account Inventory Update** – The privileged account inventory must be updated at least quarterly to identify new or changed accounts.

Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment. Company X reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. Company X does not consider conduct in violation of this policy to be within an employee’s or partner’s course and scope of employment, or the direct consequence of the discharge of the employee’s or partner’s duties. Accordingly, to the extent permitted by law, Company X reserves the right not to defend or pay any damages awarded against employees or partners that result from violation of this policy.

Definitions

**Account (User ID or Username)** - A unique string of characters assigned to a user by which a person is identified to a computer system or network. A user commonly must enter both a user ID and a password as an authentication mechanism during the logon process.

**Password** **–** An arbitrary string of characters chosen by a user that is used to authenticate the user when he attempts to log on, in order to prevent unauthorized access to his account.

**System Administrator –** An employee or partner who is responsible for managing a Company X multi-user computing environment. The responsibilities of the system administrator typically include installing and configuring system hardware and software, establishing and managing user accounts, upgrading software and backup and recovery tasks.

**Third Party –** Any non-employee of Company X who is contractually bound to provide some form of service to Company X.

**User -** Any Company X employee or partner who has been authorized to access any Company X electronic information resource.

References

CPL: 08.03: Account Management

ISO/IEC 27002 - 9.2.1 User registration and de-registration

NIST: Identification and Authentication (IA)

HIPAA: Information Access - Access Authorization (A)

PCI-DSS: 8.1 User ID Management

Related Documents

Approval and Ownership

|  |  |  |  |
| --- | --- | --- | --- |
| Owner | Title | Date | Signature |
| Policy Contact | Title | MM/DD/YYYY |  |
| Approved By | Title | Date | Signature |
| Executive Sponsor | Title | MM/DD/YYYY |  |

Revision History

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| --- | --- | --- | --- | --- |
| Version | Description | Revision Date | Review  Date | Reviewer/Approver Name |
| 1.0 | Initial Version | MM/DD/YYYY | MM/DD/YYYY |  |
| 2.0 | Updated IS Template | MM/DD/YYYY | MM/DD/YYYY |  |