Access Control Policy

An access control policy specifies rules for granting and managing user access to systems and data.

**Template Structure**:

1. **Title Page**
   * Document Title: "Access Control Policy"
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   * Date
2. **Purpose and Scope**
   * **Objective**: Brief overview of the policy’s purpose (e.g., to protect data and system integrity by controlling user access).
   * **Scope**: Specify who and what is covered (e.g., employees, contractors, sensitive data).
3. **Access Control Principles**
   * **Least Privilege**: Access rights are restricted to the minimum necessary for job duties.
   * **Role-Based Access Control (RBAC)**: Define access levels based on job roles.
4. **Access Request and Approval**
   * Describe how users request access and how approvals are handled, including:
     + **Process**: Steps for requesting access.
     + **Approval**: Who is responsible for approving access requests.
5. **Access Review and Auditing**
   * Outline regular access reviews to ensure compliance.
   * **Frequency**: Quarterly or annual reviews.
   * **Audit Logs**: All access events must be logged for compliance checks.
6. **Termination of Access**
   * Define procedures for removing access when employees leave the organization or change roles.
7. **Policy Enforcement**
   * Describe consequences of non-compliance (e.g., revocation of access, disciplinary action).