## Access controls worksheet

|  | **Note(s)** | **Issue(s)** | **Recommendation(s)** |
| --- | --- | --- | --- |
| **Authorization /authentication** | A suspicious transaction was executed from the company’s bank account to an unidentified external account.  **Details:**   * **Date/Time:** October 3, 2023, 08:29:57 AM * **Source IP Address:** 152.207.255.255 * **Status:** Reported by Legal/Administrato | * **Unauthorized Role Assignment:** Robert Taylor Jr., a former contractor, retains administrative privileges in the system. * **Inactive Account Still Active:** Although his contract ended on December 27, 2019, his user account remains active with access to sensitive administrative resources. * **Shared Cloud Access:** All employees currently access a common set of cloud-based files, which poses a potential risk of unauthorized data access or modification. | * Conduct regular reviews of user permissions, and immediately revoke access when a contract ends. * Organize files into separate directories and implement role-based access controls to ensure users only access data relevant to their roles. |