**Guidelines to work on Company related task using Access Matrix:**

* **New Company:**

1. Once request to add new company is received, carry out the initial assessment to identify if new company will probably need to be added to a parent group.
2. Companies with a secure requirement will NOT be added to the standard group.
3. The parent group that groups most companies belong to is the “PC – Standard” group. Most ITS users have been given access to this parent group, in place of the ‘unrestricted Access’ that they have today.
4. If the new company is a new CIBS company or ANOTHER company which has a security requirement, gather information on which support groups need visibility of it.
5. Update access matrix on ITS one accordingly.

* **Changes in Company :**

1. If a company name change has been requested this will be managed under change control.
2. Execute transactional job updates as per the requirement to complete company name change implementation.
3. Companies may from time to time need to move between parent companies, for the following reasons:

If a standard company, requests an uplift in service to become a secure company, and then add it to the access matrix

If Capita reorganises and companies within the definition of Workplace Services, of CH&W etc. change

1. If companies need to move between, into or out of parent child groupings then as part of this change, execute transactional update jobs.

**Note:**

Access matrix is stored centrally on ITS One - [**Access Control Matrix**](https://its-one.capita.zone/organisation/ITS-SMT/Operations/Support-and-Systems/SMS/Governance/Forms/AllItems.aspx?RootFolder=%2Forganisation%2FITS%2DSMT%2FOperations%2FSupport%2Dand%2DSystems%2FSMS%2FGovernance%2FAccess%20Control&FolderCTID=0x012000F5E1E070C3E7F14991088A64CAA9CE5F&View=%7bD2CE58BF-BC60-4ADC-889A-5D46AE4E3B0A%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence%20)