# Access Control Policy Template

## Purpose

This policy defines requirements for secure access to information systems and data assets managed by the organization.

## Scope

Applies to all employees, contractors, and third-party users accessing systems or data owned or operated by the organization.

## Policy

Access shall be granted based on the principle of least privilege.

Role-based access control (RBAC) must be used where applicable.

Multi-factor authentication (MFA) is required for all remote access.

All access requests and approvals must be documented and reviewed quarterly.

## Enforcement

Violations may result in disciplinary action, including revocation of access privileges or termination of contract.