

## Document 2

Southstar Tech Solutions

Access Control Policy

Version: 1.0

Effective Date: January 2026

Owner: IT Operations & Security Team

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### 1. Purpose

This policy defines how access to systems, applications, and data is granted, reviewed, and revoked at Southstar Tech Solutions to ensure security and compliance.

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### 2. Scope

Applies to:

- All employees, contractors, and vendors
  - All company systems, networks, and cloud services
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### 3. Access Principles

Southstar Tech follows the principles of:

- Least Privilege — users receive only the access required for their role
  - Role-Based Access Control (RBAC)
  - Separation of Duties — critical tasks require multiple approvals
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### 4. Account Provisioning Process

Step 1: Access Request

- Employee submits request through ServiceNow.

- Must specify system, role, and business justification.

#### Step 2: Approval

- Direct manager approval required.
- System owner approval required for privileged access.

#### Step 3: Account Creation

- IT Operations creates account in system.
- Access linked to Okta identity.

#### Step 4: Notification

- User receives confirmation email with login instructions.
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### 5. Privileged Access

Privileged accounts include:

- System administrators
- Database administrators
- Security engineers

Requirements:

- MFA mandatory
  - Approval from SOC Manager
  - Access reviewed quarterly
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### 6. Password Requirements

- Minimum 12 characters
- Combination of upper, lower, numbers, symbols
- Changed every 90 days

- Managed via corporate password manager
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## 7. Access Review

- Quarterly access review by managers
  - Inactive accounts disabled after 30 days
  - Access revoked immediately upon termination
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## 8. Emergency Access

Break-glass accounts:

- Stored securely
  - Logged and monitored
  - Post-use review required
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## 9. Compliance Alignment

This policy aligns with:

- NIST Identity & Access Management controls
  - ISO 27001 Access Control standards
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## 10. Tools Used

Tool	Purpose
Okta	Identity & access management
ServiceNow	Access requests
Splunk	Monitoring login activity

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## **11. Review Cycle**

**Reviewed annually or after major security events.**