



# Access Control Policy

## Table of Contents

<b>1. Purpose</b>	<b>4</b>
<b>2. Scope</b>	<b>4</b>
<b>3. Target Audience</b>	<b>4</b>
<b>4. Roles &amp; Responsibilities</b>	<b>4</b>
<b>5. Compliance</b>	<b>5</b>
5.1 Compliance	5
5.2 Enforcement & Management	6
5.3 Monitoring & Review of Policy	6
5.4 Policy Approval	6
5.5 Exceptions	6
5.6 Document Location	6
<b>6. Policy</b>	<b>6</b>
6.1 User Access to Information Systems & Resources	7
6.1.1 User Access	7
6.1.2 Company Systems Access Control	7
6.1.3 Process for Granting User Access	7
6.2 User ID & Password Management	8
6.2.1 Unique User ID & Password	8
6.2.2 Managing Passwords	8
6.2.3 Password Reset After Lockout	8
6.2.4 Password Changes After System Compromise	8
6.2.5 Storage of Passwords in Readable Format	8
6.2.6 Password Transmission	8
6.2.7 Password Sharing	9
6.2.8 Default Passwords	9
6.2.9 Privileged User Account Passwords	9
6.2.10 User ID Expiration	9
6.2.11 Re-Use of User IDs	9
6.2.12 Inactive User ID Privileges	9
6.2.13 Reporting Employee Changes	10
6.3 Privileged User Access	10
6.3.1 Privileged User Account Types	10
6.3.2 Allocation of Privileged Users	10
6.3.3 Access Privileges Termination	11
6.3.4 Review of Privileged User Access	11
6.3.5 Controlling Access to Operating System Software	11
6.3.6 Server Administration	11

6.3.7 Client (Desktop/Laptop) Administration	11
6.3.8 Mission-Critical System Access	11
6.3.9 System & Application Access	11
6.4 Network Infrastructure Equipment Password Rotation	11
6.4.1 Network Services Management	11
6.4.2 Password Rotation	12
6.5 Wireless	12
6.6 Portable & Mobile Devices	12
6.7 Remote Network Access	12
6.7.1 One-Time Use Password /Token Activation/Revocation	13
6.7.2 Controlling Remote User Access	13
6.8 Third-Party Access Security	13
6.9 Internet Access	13
6.9.1 Intranet Access	14
6.9.2 Extranet Access	14
6.10 System Access Login Banner	14
6.10.1 Login Banner Information	14
6.11 Network Ports in Vacant Offices	14
6.12 Granting Access to Files and Documents	14
6.12.1 Read Access Sensitive Information	14
6.13 Voice Mail Password & Access Control	15
6.14 Access Control Audit	15
6.14.1 Logging & Monitoring	15
6.15 Controlling Access to Networks	15
6.16 Incident Response & Unauthorized Access	16
<b>7. References</b>	<b>16</b>
<b>8. Definitions &amp; Acronyms</b>	<b>16</b>
<b>9. Revision History</b>	<b>17</b>
<b>10. Approvals</b>	<b>18</b>