

Access Control Policy Template

Policy Title:

Policy Owner/Department:

Approval Date:

Last Review Date:

1. Purpose

Describe the purpose of this Access Control Policy...

2. Scope

Define the scope of this policy (e.g., users, systems, locations)...

3. Definitions

Provide definitions for relevant terms and acronyms...

4. Policy Statement

Detail the general access control requirements...

5. Roles and Responsibilities

List responsibilities of users, administrators, and management...

6. Access Control Rules

1. User Access Provisioning and De-provisioning

Describe process for granting, reviewing, and removing user access...

2. Privileged Access Management

Describe controls and restrictions for privileged accounts...

3. Password and Authentication Requirements

Specify password complexity, MFA, etc...

4. Review and Audit Procedures

Detail periodic access reviews and audit log monitoring...

7. Enforcement

Describe compliance requirements and consequences for violations...

8. Exceptions

List procedures for policy exceptions...

9. References

List any referenced policies, standards, laws, or guidelines...

10. Revision History

Document changes, review dates, and approvers...