IT Access Control Policy

1. Purpose

Describe the objective of the access control policy and its intended scope within the enterprise.

2. Scope

Define to whom and to what systems, applications, and data this policy applies.

3. Policy

1. **Access Management**
   - *Outline the policy governing user access to systems and data.*

2. **User Responsibilities**
   - *Detail the obligations of users related to access control.*

3. **Account Provisioning and Deprovisioning**
   - *Explain the process for granting and revoking access rights.*

4. **Access Review**
   - *Describe howand howoften access rights are reviewed.*

5. **Privileged Access**
   - *Define the criteria and controls for privileged account access.*

6. **Remote Access**
   - *Set out rules and standards for remote access to company resources.*

7. **Monitoring and Logging**
   - *Briefly mention the requirements for monitoring access to key systems.*

4. Roles and Responsibilities

Role	Responsibilities
[Role]	*[Summary of responsibilities]*
[Role]	*[Summary of responsibilities]*

5. Enforcement

Outline the consequences of policy violations and enforcement procedures.

6. Exceptions

Describe howto request and document exceptions to the policy.

7. Review and Update

State the policy reviewfrequency and update process.

8. Approval

Name	Title	Date
[Approver Name]	*[Title]*	*[Date]*