

# Access Control Policy Proposal Template

## 1. Purpose

*Briefly describe the purpose of this policy proposal.*

## 2. Scope

*Explain which systems, applications, departments, or users are covered by this policy.*

## 3. Roles and Responsibilities

Role	Responsibility
e.g., System Owner	<i>Define and review user access</i>
e.g., IT Administrator	<i>Grant and revoke access</i>

## 4. Access Control Principles

1. Principle of Least Privilege
2. Separation of Duties
3. Role-Based Access Control (RBAC)
4. Periodic Access Reviews

## 5. Access Request and Approval Process

*Describe the process for requesting, approving, and granting access.*

## 6. User Account Management

- Account creation and provisioning
- Modification of user access
- Account termination and deprovisioning

## 7. Monitoring and Review

*Outline how access will be monitored and reviewed periodically.*

## 8. Policy Enforcement

*Define how compliance will be enforced and what happens in case of violations.*

## 9. Exceptions

*State the process for requesting exceptions to the policy.*

## 10. Review and Revision History

Date	Revision	Description
YYYY-MM-DD	v1.0	<i>Initial draft</i>

