

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
<i>e.g., System Owner</i>	<i>Define and review user access</i>
<i>e.g., IT Administrator</i>	<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
<i>YYYY-MM-DD</i>	<i>v1.0</i>	<i>Initial draft</i>

