

User Access Controls Procedure

Effective Date:

Review Date:

Title of Procedure:

Access Controls Procedure *System*

Description of System:

Data Classification:

Classification of data stored in this system.

Responsible Data Steward:

Application Administrator:

Access Authorization:

Description of how access is requested (email, form, etc.), business justification, and approval process (supervisor and data steward required).

Terminations and Transfers:

Description of who is responsible (data steward or designee) for reviewing the termination and transfer report, what steps to take to adjust access as needed.

User Reviews

Cycle: Semi-Annual (default)

 Other:

Justification:

If applicable, reason for using a cycle other than the Semi-Annual (default).

Process:

Detailed description of process used to conduct Semi-Annual review process.

References:

- UNC Policy 1400.3
- ECU IT Security Best Practices for IT Support – Best Practice #19 User Account Management
- ECU Data Classification
- Supervisor Notification for User Account Termination
- Termination Report Access for User Access Control

Data Steward Approval

Date

CIO Approval

Date