

Access Onboarding and Termination Policy

Beyond

August 2023

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC6.1, CC6.2, CC6.3

Table 2: Document history

Date	Comment
Aug 14 2023	Initial document
Aug 18 2023	Initial review

1 Purpose and Scope

- a. The purpose of this policy is to define procedures to onboard and offboard users to technical infrastructure in a manner that minimizes the risk of information loss or exposure.
- b. This policy applies to all technical infrastructure within the organization.
- c. This policy applies to all full-time and part-time employees and contractors.

2 Background

- a. In order to minimize the risk of information loss or exposure (from both inside and outside the organization), the organization is reliant on the principle of least privilege. Account creation and permission levels are restricted to only the resources absolutely needed to perform each person's job duties. When a user's role within the organization changes, those accounts and permission levels are changed/revoked to fit the new role and disabled when the user leaves the organization altogether.

3 Policy

- a. *During onboarding:*
 - i. Refer to Onboarding materials, guidelines, and procedures *Internal access only*
- b. *During offboarding:*
 - i. Refer to Offboarding procedures *Internal access only*
- c. *When an employee changes roles within the organization:*
 - i. Hiring Manager will inform HR of a change in role.
 - ii. HR and IT will follow the same steps as outlined in the onboarding and offboarding procedures.
- d. *Review of accounts and permissions:*
 - i. Each quarter, IT and HR will review accounts and permission levels for accuracy.