

## EXAMPLE – Procedure IS-6 - Access Control and Rights Review

### 1 People and Purpose

This procedure applies to the Chief Technical Officer (CTO), ICT Manager and workers (employees and contractors) that manage Information and Communication Technology (ICT) resources. It specifies the policy and review procedure for access to our ICT resources, and complements Procedure BM-1.

<b>NOTE</b>	This procedure implements part of the control ISO/IEC 27002:2022, 5.18 (which corresponds to ISO/IEC 27002:2013, 9.2.5).
-------------	--

### 2 Access Rights Review Procedure

(1) If any of the following situations occur:

- (a) We introduce a new ICT resource;
- (b) We change an ICT resource, which necessitates a review of a user's access;
- (c) We remove an ICT resource;
- (d) The worker or worker's line manager requests a change to the worker's access;

do the following:

- (i) The ICT Manager and/or appropriate line manager(s) review(s) a worker's/workers' access to ICT resources, recorded on **Form 10 - Worker Access and Assets**;
- (ii) The ICT Manager and/or other worker(s) that administer ICT resources, make(s) any required changes.
- (iii) The ICT Manager records any changes on **Form 10 - Worker Access and Assets**.

<b>NOTE</b>	If a worker starts or finishes a role, refer to Procedure BM-1.
-------------	---

(2) An ICT Management Review Meeting reviews users' access rights to our ICT resources at least once per year.