**Checklist: Processes and Responsibilities**

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**Managing Data Access on Windows Fileservers**

# **DEFINE BUSINESS PROCESSES AND RESPONSIBILITIES**

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|  | Ensure all business processes and responsibilities are clearly defined—with input from the management. |
|  | Ensure every user is allowed access to systems based on their assigned responsibilities, and nothing more. |
|  | Ensure employees are complying with the stipulated business processes and access control rules. |

# **RESPONSIBILITY OF THE MANAGEMENT**

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|  | Involve the management so that it gives full support for the successful implementation of role-based access control rules. |
|  | Involve the management to ensure users are not granted access beyond their stipulated responsibilities. |
|  | Involve the management in assigning permissions, and never should it be the sole responsibility of the IT department. |

# **MANAGE CHANGES IN RESPONSIBILITIES**

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|  | Immediately revoke the previously assigned access rights whenever users change responsibilities. |
|  | Before assigning rights to a new user, go the full length of ensuring the mandatory approval process is successfully completed. |
|  | Ensure new staff members are sufficiently educated on the company’s IT environment and the associated processes. |

# **FOLLOW BESt PRACTICES**

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|  | Implement the principle of least privilege to ensure users have the minimum access rights to carry out their responsibilities. |
|  | Periodically audit and clean out the unnecessary permissions that are misaligned with the stipulated processes. |
|  | Do not endanger the security of your IT infrastructure by creating exceptions for circumventing the already defined responsibilities and rules. |
|  | Together with the management, ensure that employees’ access rights are appropriately aligned with their responsibilities, and excessive permissions are rescinded. |