**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that employees’ access rights are appropriately aligned with their responsibilities, and excessive permissions are rescinded.  |