**Checklist: Assignment of Users**

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**Managing Data Access on Windows Fileservers**

# **ASSIGNMENT oF USERS TO ACTIVE DIRECTORY SECURITY GROUPS**

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|  | Properly assign users to Active Directory security groups with the appropriate rights to access folders. |
|  | Never grant users access rights to folders directly, instead implement security through well-defined groups. |
|  | Establish the principle of least privilege to minimise the users’ access privileges. |
|  | Use an Excel table to create a matrix to help you in documenting the permissions assigned to users. |
|  | Implement a continuous authorisation process in which the assigned users’ permissions are audited and cleaned. |
|  | Do not assign ordinary users “Full Control” permissions. |

# **NO ASSIGNMENT OF INDIVIDUAL PERMISSIONS**

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|  | Never assign individual permissions to users. Instead, use groups to solidify the security of your IT infrastructure and ensure easy management. |
|  | Work with the management to ensure users are not assigned excessive access privileges. |
|  | Create an access request workflow (such as a request portal) to enable users quickly make requests for accessing the files required to complete their tasks. |
|  | Establish a file server permission policy which comprehensively outlines the way users’ permissions are managed. |