



**Windsor-Essex Catholic District School Board**  
 Section: Information Technology  
**ADMINISTRATIVE PROCEDURE:**  
**PR IT:01B USER ACCESS MANAGEMENT**

<b>NUMBER:</b>	PR IT:01B
<b>EFFECTIVE:</b>	May 25, 2016
<b>AMENDED:</b>	Replaces H:17, H:18, SC:03
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2019-2020

**1.0 OBJECTIVE:**

- 1.1 To properly implement access controls and provide employees access to the systems, applications and databases required to perform their duties.

**2.0 GUIDELINES:**

- 2.1 Every administrative / academic computing system at the Windsor-Essex Catholic District School Board must have a designated Business Owner or System Owner who ensures that the system meets the business needs of the Board, staff and students.

**3.0 DEFINITIONS:**

- 3.1 **System** - Any computing system that directly or indirectly deals with or supports the financial, administrative, academic or other information that is an integral part of running the business of the School Board. Systems may serve several different functional business areas of the Board.
- 3.2 **System Owner** - Usually the owner of the primary business functions serviced by the system.
- 3.3 **System Administrator** - Manages the day to day operation of the computer system(s) within an organization. These support functions may include any or all of the following functions: database management, software installation, distribution and upgrading, user access management, version controls, backup and recovery, system security, performance and capacity planning.
- 3.4 **System User** - Any individual who interacts with the system or application. Also referred to as user.

**4.0 PROCEDURE:**

All user access requests (forms or emails) from Human Resources should be formally documented, approved and communicated to System Owners / System Administrators for appropriate action and retained by Human Resources for future investigation and auditing purposes.

- 4.1 Human Resources will initiate and provide direction for all user changes.

- 4.2 The Human Resources department immediately notifies the key System Owners / System Administrators of any staffing changes (new hires, resignations, retirements, terminations, re-assignments, transfers or other changes) in order for the appropriate user access privileges to be implemented.
- 4.3 The Human Resources department will provide a monthly listing of all Terminations / Retired employees to System Owners / System Administrators for review and to confirm accuracy.
- 4.4 System Owners / System Administrators shall conduct annual reviews of user accounts and access privileges to confirm accuracy.
- 4.5 Evidence supporting the process should be retained for future investigation and audit purposes.