

**Chapter (Number)**

**Section (Number)**

**Policy No.: (Policy Number)**

**Giving Access to Files and Documents**

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**PURPOSE**

- 1 To ensure that all access to information and documents is to be carefully controlled, ensuring that only authorized personnel may have access to sensitive information.

**SCOPE**

- 2 This policy covers all of the following:

This policy covers all information and documents owned by [Company]. This policy also covers any other information and documents that are present on [Company] premises, but which may not be owned by [Company].

**DEFINITIONS**

- |   |              |                    |
|---|--------------|--------------------|
| <ol style="list-style-type: none"><li>3</li></ol> | <b>Terms</b> | <b>Definitions</b> |
|---|--------------|--------------------|

**POLICY**

- 4 Management shall conduct a formal process at regular intervals to review users' access rights to maintain control over access to data and information services so that:
  - a) users' access rights are reviewed at regular intervals of every 12 months and after any changes;
  - b) authorizations for special privileged access rights should be reviewed after every 6 months;
  - c) privilege allocations are checked at regular intervals to ensure that unauthorized privileges have not been obtained.

**ENFORCEMENT**

5 Any employee found to have violated this policy may be subject to warnings and/or disciplinary action, up to and including termination of employment.

**REVISION HISTORY**

6 1st version: Date

**AUTHOR**

7 Done by : Author's Name  
Title : Position

**MANAGEMENT APPROVAL**

8 Approved by : Approver's 1 Name  
Title : Position  
Date :  
Signature : \_\_\_\_\_

Authorized by : Approver's 2 Name  
Title : Position  
Date :  
Signature : \_\_\_\_\_