



# Canterbury Cross Education Trust

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## Access Control Policy

1. Canterbury Cross Primary School controls access to information on the basis of business and security requirements.
2. Access control rules and rights to applications, expressed in standard user profiles, for each user or group of users are clearly stated, together with the business requirements met by the controls.
3. The security requirements of each application are determined by a risk assessment that identifies all information related to the application and the risks to that information.
4. The access rights to each application take into account:
  - a. Premises access control - unauthorised persons are prevented from gaining physical access to premises, buildings or rooms where data processing systems are located.
  - b. System access control - access to data processing systems is prevented from being used without authorisation.
  - c. Data access control - persons entitled to use a data processing system gain access only to the data to which they have right to access.
  - d. Personal data cannot be read, copied, modified or removed without authorisation.
  - e. The classification levels of information processed within that application and ensure that there is consistency between the classification levels and access control requirements across the systems and network.
  - f. Data protection and privacy legislation and any contractual commitments regarding access to data or services.
  - g. The 'need to know' principles (i.e. Access is granted at the minimum level necessary for the role).
  - h. 'Everything is generally forbidden unless expressly permitted'
  - i. Prohibit user initiated changes to information classification labels
  - j. Prohibit user initiated changes to user permissions
  - k. Enforcing rules that require specific permission before enactment
  - l. Any privileges that users actually need to perform their roles, subject to it being on a need-to-know and event-by-event basis.
5. Canterbury Cross Primary has standard user access profiles for common roles within the organisation.

6. Management of access rights across the network is monitored and controlled by the ICT technician on site.
7. User access requests, authorisation and administration are segregated
8. User access request are subject to formal authorisation, to periodic review and to removal.

### **Document Owner and Approval**

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

**Signature:**

**Date:**

### **Change History Record**

<b>Issue</b>	<b>Description of Change</b>	<b>Approval</b>	<b>Date of Issue</b>
001		Canterbury Cross Primary School	