

## WITHAM AND HUMBER DRAINAGE BOARDS

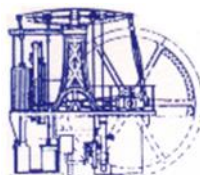
*Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.*



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

[www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)

### Access Control Assurance Policy

<b>Background</b>	The aim of this policy is to ensure appropriate access control rules are in place across Witham and Humber Drainage Boards' information and communications technology [ICT], including the network and associated information systems, to ensure the confidentiality, integrity, and availability of systems and information.
<b>Statement</b>	This policy sets out the 4 Boards' Access control assurance, which must be in place to protect the interests of the 4 Boards by providing a secure and readily accessible environment.
<b>Responsibilities</b>	Chief Executive for Implementing the scheme and ensuring that employees have the necessary information for compliance. HR Lead and Line Managers to ensure that employees have the necessary information and that relevant forms are completed and maintained. HR Lead and management team to review operation of and revision of the policy
<b>Training</b>	HR Lead to offer support, guidance and training in the most appropriate approach
<b>Equality and Diversity</b>	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.
<b>Association of Drainage Authorities (ADA)</b>	Local Policy in Line with ADA Lincolnshire Branch White Book, Wages and Salaries and Conditions of Service 2019
<b>Dissemination</b>	Board Website
<b>Version</b>	V3 09.07.20
<b>Approval Date</b>	July 2020
<b>Review Date</b>	Within 3 years of approval date, or as and when policy guidance changes

#### 1.0 Aim

- 1.1. The aim of this policy is to ensure appropriate access control rules are in place across Witham and Humber Drainage Boards' ICT including the network and associated

information systems to ensure the confidentiality, integrity, and availability of systems and information.

- 1.2. It ensures the actions or operations that a legitimate user of a computer system can perform are those authorised for their role and ensures that the risks associated with unauthorised access are mitigated.
- 1.3. Access control must be in place to protect the interests of the organisation by providing a secure and readily accessible environment.

## **2.0 Scope**

- 2.1. This policy applies to the network, its resources and associated information systems.
- 2.2. The policy applies to individuals requesting access to 4 Boards' ICT and the ongoing management of that access. This includes, but is not limited to, employees, members, contractors, consultants, volunteers, and third-party organisations.

## **3.0 Access Control Principles**

- 3.1. Access will be strictly controlled in order to maintain the confidentiality, integrity and availability of information and systems.
- 3.2. The overall security of the infrastructure, systems, and information will take precedence over any individual requirement for access.
- 3.3. Access rights will be based on a clear business need and will be afforded in line with the principles of need to know and need to access.
- 3.4. Access to the 4 Boards' Network will be through the provision of a unique User ID which will be assigned to an individual user to enable an audit of specific activity and to ensure accountability of actions.
- 3.6. Generic user accounts will not be permitted unless exceptional circumstances exist and only when there is a clearly defined and documented business reason to do so.
- 3.7. Account holders must conform to the 4 Boards' Computer, Laptop and Tablet Policy.
- 3.8. Access to the 4 Boards' email systems will be strictly limited to the 4 Boards' staff or those representing the 4 Boards.

## **4. Access Authorisation**

- 4.1. Before access is authorised a formal process must be followed which requires that:
  - 4.1.1. An agreed business need is identified.
  - 4.1.2. Authority is provided by a relevant line manager.
  - 4.1.3. The identity of the User is verified.

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4.2. The level of access provided will be commensurate with the tasks the User is expected to perform.

4.3. Users will change their passwords at the first log on.

### **5. Adjustment of Access Rights**

5.1. Access rights to systems used by staff when changing roles will be reviewed by managers and updated where necessary e.g. removal of unnecessary access permissions.

5.2. Suspension of access rights must be requested by the relevant Line Manager for lengthy periods of planned inactivity, e.g. this would usually arise in instances of a secondment; suspension; maternity leave or with long term sick leave.

### **6. Disabling of User Accounts**

6.1. Once a business requirement ceases to be relevant, e.g. due to contract termination, staff transfer, resignation, or retirement, access to the network and to systems previously required to complete a role will be revoked and the user's account disabled.

6.2. Line Managers are responsible for notifying the LCS ICT support service provider of the need to disable the User account and to disable any access permissions the user had to systems used as part of their role.

6.3. Information and communication technology assets must be recovered from employees once a business requirement has ceased.