

Network Minimal Access Policy



1. Purpose

This policy establishes the minimum network access privileges required for users to perform their job functions effectively while protecting company resources and maintaining data security.

2. Scope

This policy applies to all employees, contractors, vendors, and third-party agents who access the company's network, systems, or data.

3. Policy

3.1 Access Control

- Users are granted the minimum level of network access required to perform their specific job responsibilities.
- Access to the network, systems, and data is provided on a need-to-know basis. Users will only receive access to the data and systems essential to their role.

3.2 Network Segmentation

- Sensitive data and systems are isolated in secured network segments to reduce access risks. Only authorized users with a specific need can access these segments.

3.3 Authentication and Authorization

- Multi-factor authentication (MFA) is required for access to sensitive systems and data.
- User accounts are subject to strict password policies, including regular updates, complexity requirements, and limits on failed attempts.
- Access rights are reviewed and adjusted as needed based on role changes or changes in employment status.

3.4 Monitoring and Logging

- Network access is monitored continuously, and logs are retained per regulatory or legal requirements.
- Unauthorized or suspicious access attempts are logged, investigated, and reported to security management.

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3.5 Access Revocation

- Network access is immediately revoked upon termination or upon determination that access is no longer required.
- Regular audits of access privileges are conducted to ensure compliance with this policy.

3.6 Policy Violation

- Violation of this policy may lead to disciplinary actions, including termination of access privileges or employment, in line with company policies.

4. Policy Review

This policy will be reviewed annually or as needed to ensure compliance with regulatory requirements and adapt to technological changes.

Acknowledgment of Understanding and Agreement

I, the undersigned, have read and understood the Network Minimal Access Policy. I agree to comply with this policy and understand that violation may lead to disciplinary action, including possible termination.

Employee Name: _____

Signature: _____

Date: _____