

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY

AUTHORITATIVE POLICY: Information Technology and Security

Board Resolution No.: 2013-10-01

PROCEDURE: 2.2 – Assignment of User Rights

1.0 Introduction

Policy:

The Authority will assign access rights to network users according to the user's job responsibilities and the needs of the Authority.

Purpose:

To delineate policies and procedures for requesting and assigning file level permissions.

Scope:

This policy applies to all personnel with access to the Authority network infrastructure.

Responsibilities:

Authority Managers are responsible for requesting employee file access based on the user's job function.

The IT Director is responsible for enforcing this policy.

Definitions:

FTP – File Transfer Protocol is a standard network protocol used to transfer files from one host to another host over an Internet based connection.

User – Anyone with authorized access to the Authority technology resources including permanent and temporary employees or third party personnel such as temporaries, contractors, consultants, and other parties with valid Authority access accounts.

2.0 Procedure - File Sharing

- 2.1 All Authority employees have access to the "G" (share) drive. This file storage space is intended for file collaboration from all network users. There may be a limited number of directories that have restricted access.
- 2.2 Each Division will have a dedicated drive space that, by default, employees of the Division have full access to its files. It is the responsibility of each Division Manager to submit an IT Work Order requesting special file permissions if anything other than the default permission level is required. This includes restricting access to specific files or granting file access to employees of other divisions.
- 2.3 The IT Director shall perform an annual security audit to reconcile any special permissions that may have been granted.

3.0 FTP - File Sharing

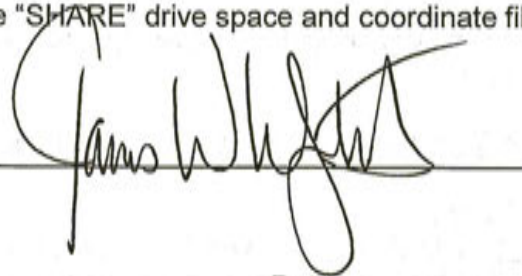
- 3.1 If large files need to be accessed by others outside of the organization, a request should be submitted using the IT Work Order system. The request should include the name and location of the files to be shared and the time duration of the share. The type of access should also be specified as either "Read Only" or "Read and Write". A typical use of the FTP system would be "Read Only" access to an RFP document for a Bid Posting.
- 3.2 Use of Authority e-mail system to transfer large file attachments should be avoided. FTP file sharing should be used for this purpose.
- 3.3 If third-party file-sharing applications are used to share files with other employees or vendors, Authority employees shall take precautions against unauthorized access.

4.0 Division Drive Space

- 4.1 It is the responsibility of each Division Manager to do housekeeping on the drive space assigned to their division. Obsolete or outdated files should be deleted if no longer required to support Authority operations. Obsolete and duplicate files add overhead to the backup and recovery operations.
- 4.2 The IT Director will do an annual review of the "SHARE" drive space and coordinate file cleanup with the Division Managers.

Date Adopted: April 1, 2014

Authorized: _____



User Signature _____

Date _____