Account Management

IT SECURITY POLICY
8310

Purpose:
Establish the baseline controls for the administration of state information system accounts.

Why it's important:
Account management procedures and mechanisms protect operational security of state information system accounts and minimize potential security vulnerabilities or breaches.

Target audience:
Specific personnel and account managers

Overview:

- Develop and define daily operational security procedures for account management.
- Identify the types of information system accounts to support organizational business functions, such as individual accounts, super users, guests, emergency access, developers, maintenance and administration.
- Ensure that the state information system automatically audits account creation, modification, enabling, disabling and removal actions.
- Access to the state system shall be based on valid access authorization and intended system usage.
- The state information system shall immediately revoke access for any terminated users.
- Inactive, temporary and emergency accounts shall be disabled after a defined time.
- Access to any database containing confidential information shall be restricted to prohibit direct access or queries to databases or database administrators.
- A process shall be established for reissuing shared credentials when an individual is removed from the group.

Automated mechanisms shall be employed to support the management of information system accounts.

Documented approvals are required by authorized staff to create, modify and enable state information accounts.

Separation of duties shall be identified, defined and documented for specific roles to avoid potential conflict of interest.

The agency shall authorize and monitor the use of state information system accounts.

The state information access control system is set to the "Deny All" default unless specifically allowed.

Accounts shall be reviewed annually to ensure compliance with account management requirements.

For more information about this IT Security Policy, contact SecurityPolicies@azdoa.gov.