



## NYSPI Access Control Procedures

Information and data on NYSPI systems or for which NYSPI staff are custodians must be handled consistent with the New York State Account Management / Access Control Standard (<http://on.ny.gov/2gwt9iq>).

Users requesting access to NYSPI systems or data should submit a request to psyIT using standard help ticket request process. psyIT will enter the request for auditing.

Access to information must be provided by the approved system custodian after all applicable approvals are received from the information owner and/or requestor's management. Access must be limited to that approved.

System custodians must review privileged access (delegated administrative access) rights at least quarterly. User access for systems must be reviewed at least annually. Systems with HIGH confidentiality classification per the NYS Information Classification Standard (<http://on.ny.gov/2gWho6c>) should be reviewed more frequently. psyIT will review NYSPI Active Directory groups used for data access semi-annually and work with information owners and/or their designees as necessary to confirm appropriate accesses exist.

Access for individuals must be removed when that individual leaves the organization or changes roles such that access is no longer required. Requests for removing access may be received as authoritative from the individual, the manager or former manager of the individual, human resources or the information owner.

Exceptions to these procedures may be requested via a service desk ticket or by e-mail to [PsyIT-Admin@nyspi.columbia.edu](mailto:PsyIT-Admin@nyspi.columbia.edu). Questions should be directed to [psyIT@nyspi.columbia.edu](mailto:psyIT@nyspi.columbia.edu).

### Review Schedule and Version History

Date	Description of Change
12/13/16	Initial release