Guidelines

Title: DHS|OHA 090-003-012 Access Control Guidelines
Related to: DHS|OHA 090-003 Access Control Policy
Effective date: 10/01/2018

Purpose
The Department of Human Services (DHS) and the Oregon Health Authority (OHA) protect against unauthorized access to DHS|OHA information systems. Access control measures ensure that approved individuals access only that information for which they are authorized.

Guidelines
1. A manager should review access of DHS|OHA staff whenever an individual changes work assignment, and at least every three hundred and sixty-five (365) days.
2. The sponsoring manager is responsible for ensuring that contractors’ and partners’ access is appropriate to the current access agreements or contracts, whenever their scope of work changes, and at least every three hundred and sixty-five (365) days.
3. Contractors and partners should have their access agreements or contracts for access to DHS|OHA information systems reviewed at least every two years.

References
Oregon Administrative Rules (OARs) 166-300-030
45 CFR 160 and 164
IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies
DHS|OHA 090-003-05 User Access Process - Employees
DHS|OHA 090-003-06 User Access Process Map - Employee
Statewide Security Standards March 2017
National Institutes of Standards and Technology (NIST) Special Publication 800-53 Rev. 4
Related policies
DAS 107-004-110 Acceptable Use of State Information Assets
DHS|OHA 090-003 Access Control Policy
DHS|OHA 090-009 Administrative, Technical and Physical Safeguards

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Keywords
Access, access control, authorized, contractors, information assets, information resources, information system owner, network, partners, secure

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