

Saint Michael's College

Information Security Policy: IT Separation of Duties

1. Purpose

This describes Saint Michael's College (SMC) Information Technology (IT) departmental responsibilities for administrative control procedures to safeguard SMC assets, to prevent and detect intentional and unintentional errors, assure the validity of, and assure adherence to prescribed policies and procedures. This policy addresses the separation of system administrator duties among the IT staff, so that no one person in IT has entire and more importantly sole control over critical systems.

2. Scope

This policy applies to all IT staff, IT student employees, vendors, partners and other authorized by the IT department.

3. Policy

In addressing the risk associated with system administrator access the following principles apply:

- The requirement for separation of duties varies depending on the system or service
- Duties must be separated by individuals within the department and by using external vendors
- Where a simple sharing of duties can eliminate or address a weakness, it will be done.
- IT Management should increase the review and oversight function when unable to sufficiently separate duties.

3.1. System administrator privileges are based on least privilege required to accomplish the job or task.

3.2. System administrator accounts are named accounts to allow for identification and tracking

3.3. System administrator accounts are not for personal use.

4. Enforcement

Violation of this policy will result in disciplinary action up to and including termination for employees and temporaries; a termination of the contract without compensation. Additionally, individuals are subject to loss of Saint Michael's College information resource access privileges, civil, and criminal prosecution or other legal action. They may also be held financially liable.

5. Definition

5.1. **System administrator** individuals charged with installing, supporting, and maintaining servers or other computer systems, and planning for and responding to service outages and other problems. Other duties may include scripting or light programming, project management for systems-related projects, and supervising or training others. In the IT department the term includes a variety of roles:

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| ▪ Account Administrators | ▪ Print Server Admin |
| ▪ Domain Administrators | ▪ Server Administrator |
| ▪ Email Administrator | ▪ Unix Administrator |
| ▪ Helpdesk Operators | ▪ Web Server Administrator |
| ▪ Lab Administrator | ▪ Workstation Administrators |