Policy Name: ISRS Rights Policy

Policy
Minnesota State Community and Technical College department managers who have ISRS permission to grant ISRS rights to other users will perform a bi-annual audit to ensure that permissions granted are appropriate and that there are no conflicting ISRS rights. The chief information officer will initiate and monitor the audit.

Purpose
The purpose of this policy is to:
• Ensure employees have only those ISRS rights necessary to perform their job.
• Ensure employees do not have conflicting ISRS rights.
• Safeguard the assets of the College.
• Provide evidence of proper ISRS rights management to the MnSCU internal auditing team.

Responsibility
Chief Information Officer
Initiate the ISRS Rights Audit twice a year.
Produce and distribute a report detailing the ISRS rights assigned to individual employees.
Alert the ISRS rights-granting managers that they are to review the report, correct any discrepancies and relay the results of their reviews back to the CIO.
Maintain a history of the ISRS Rights Audits for review by MnSCU internal auditors

ISRS Rights-Granting Departments (Finance, Human Resources, Student Services, College Communications)
Review the ISRS Rights Summary Report issued by the CIO.
Access ISRS to update and correct ISRS rights as necessary.
Email the CIO acknowledging successful audit or ISRS rights for their department.

References

Steward: Chief Information Officer
Approval Date: March 1, 2005