



PROGRAM POLICY

NUMBER:	ADM 170
TITLE:	User Permission Access and Auditing
CATEGORY:	Administrative
APPROVED:	October 2016
VERSION:	1.1
AUTHORITY:	Program Director
LAST REVIEWED:	July 2023
LAST REVISED:	February 25, 2019

PURPOSE: To ensure the Regional Paramedic Program for Eastern Ontario (RPPEO) Base Hospital Internet Technology Services permits access to only authorized users within their webserver applications.

POLICY: The BHIT Manager or delegate will approve new users' accounts and their associated permission levels.

When users cease to have an ongoing requirement for a permission level, the BHIT Manager or delegate will ensure access is reduced or removed as appropriate.

On a quarterly basis, an audit will be performed to review user's access and their permission levels. Unauthorized users will be removed.

REVISION RECORD

Version number	Revision Date	Summary of Changes
1.0	June 2016	Pre-existing 2015 version reviewed as baseline for new versioning system.
1.1	February 2019	Minor edits