



## PROGRAM POLICY

<b>NUMBER:</b>	ADM 170
<b>TITLE:</b>	User Permission Access and Auditing
<b>CATEGORY:</b>	Administrative
<b>APPROVED:</b>	October 2016
<b>VERSION:</b>	1.0
<b>AUTHORITY:</b>	Program Director
<b>LAST REVIEWED:</b>	October 2016
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**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.