



PROGRAM POLICY

NUMBER:	ADM 170
TITLE:	User Permission Access and Auditing
CATEGORY:	Administrative
APPROVED:	October 2016
VERSION:	1.1
AUTHORITY:	Program Director
LAST REVIEWED:	January 2019
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.

