



**POLICY AND PROCEDURE**

**SECURITY POLICY**

5002

**ACTIVE DIRECTORY**

Bullhook Community Health Center Server,(server.bchc.local) is the domain controller. This server houses the active directory server for the domain. The active directory stores and manages the users, their access levels, and their passwords. The active directory is only accessible by a domain administrator user or a server administrator user.

**USER SECURITY**

Users are defaulted to “users” when they are added to the active directory. Some applications and devices require the user to be a “local administrator”, in which the user will be setup on the workstation as a local administrator, but not the network. Users are given access to only what is strictly necessary.

**PASSWORD SECURITY**

Users are required to change their passwords every 90 days, but some system settings require it to be changed every 30 days. There will be no sharing accounts/password or giving out passwords.

**DOMAIN ADMINS**

Domain Administrators are limited to the IT staff.

**NEW/TERMINATED EMPLOYEES**

New employees are added to the active directory with a carefully created permission set and group policy choice. If the employee was previously employed by Bullhook, the user will be re-enabled and the permission set and group policy will be reviewed and changed if necessary. Terminated employees will be inactivated from the active directory; not deleted.

  
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CHIEF EXECUTIVE OFFICER

Date 8-21-15

  
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CHAIR, BOARD OF DIRECTORS

Date 8-10-15

Date First Adopted	4/13/2011 QI Committee	4/27/2011 BOD
Date Revised	6/24/2015	
New Date Adopted	7/13/2015	