

Appendix Q – Data Access Policy



April 24, 2019

CHANGE HISTORY

Date	Contributor	Approved by	Approved Date	Description
			02/01/2010	Document Creation
		P Toomey	02/01/2013	Reviewed and approved
		S McEntire	07/01/2014	Reviewed and approved
		H Johnson	12/10/2015	Reviewed and approved
		J Warniment	12/09/2016	Reviewed and approved
		H Johnson	12/09/2016	Reviewed and approved
		J Warniment	08/24/2017	Reviewed and approved
		D Durgin	04/24/2019	Reviewed and approved
05/15/2020	Daniel Durgin	Helvey Johnson	05/20/2020	Reviewed and approved
05/21/2021	Daniel Durgin	Helvey Johnson	05/21/2021	Reviewed and approved
05/03/2022	Amy Lisk	Helvey Johnson	05/03/2022	Changed doc number, doc owner, and referenced doc number
05/05/2022	Justin Warniment	Helvey Johnson	05/05/2022	Reviewed and approved
05/17/2022	Amy Lisk	Helvey Johnson	05/17/2022	Updated Ownership and Responsibilities statement and referenced documents.



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PURPOSE

The following policy and agreement defines data access for the Virtual OneStop® (VOS) databases and Federal Tax Information (FTI) data hosted on Geographic Solutions internal network in adherence to and compliance with Geographic Solutions' Systems and Data Security policy (GSI-SEC-001) and Acceptable Use of Computers and Systems Policy (GSI-SEC-010-AC). This policy defines the groups, level of access in each systems environment and the process in which to request assistance relating to privileges. Each employee of Geographic Solutions will be required to indicate understanding and compliance with this agreement by their signature, which will be retained on file by Human Resources.

POLICY

DATABASE SECURITY GROUPS AND ACCOUNTS

[REDACTED]

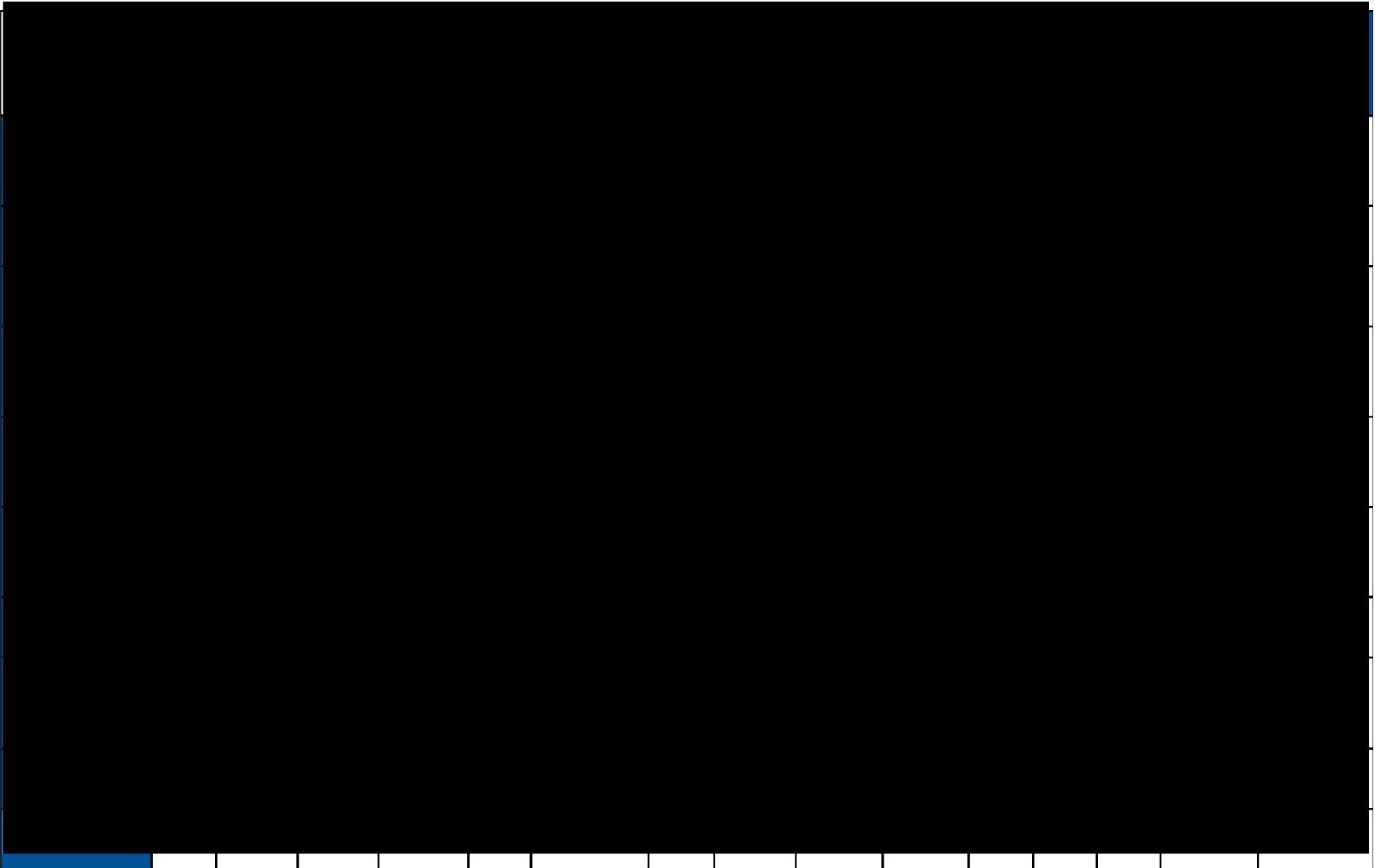
[REDACTED]

[REDACTED]

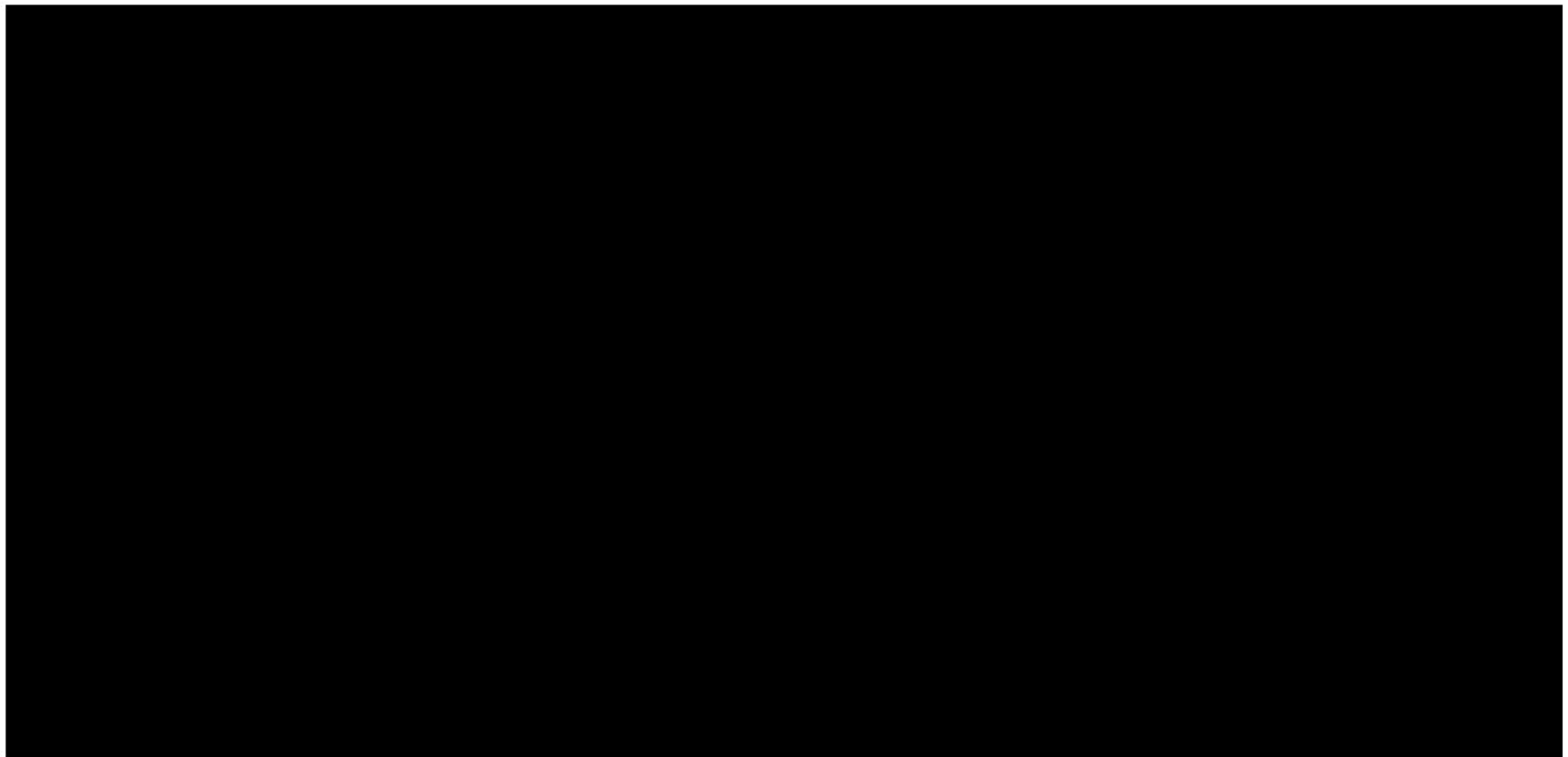
[REDACTED]

ENVIRONMENT DATA ACCESS AND AUDITING

[REDACTED]



[Redacted Content]													
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[REDACTED]

SECURITY ACCOUNT AND APPLICATION ACCOUNT USAGE

[REDACTED]

REQUESTING ESCALATED PRIVILEGES AND PROBLEM RESOLUTION

[REDACTED]

CONSEQUENCES OF NON-COMPLIANCE

[REDACTED]

REQUEST AN EXCEPTION TO A CONTROLLED DOCUMENT

[REDACTED]

[REDACTED]

OWNERSHIP AND RESPONSIBILITIES

[REDACTED]

IMPLEMENTATION COMMUNICATION PLAN

[REDACTED]

TRAINING PLAN

[REDACTED]

REVIEW CYCLE

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]