



UTIA IT01xx – INFORMATION TECHNOLOGY ACCESS CONTROL POLICY

Effective: September 18, 2017

Last Reviewed: January 07, 2021

Last Updated: February 07, 2020

Objective:

The purpose of this policy is to protect the University of Tennessee Institute of Agriculture's (Institute's) information technology (IT) assets. Access control ensures that an authenticated user accesses only the IT assets and data for which that user is authorized to access.

Scope:

This policy applies to all IT assets and data owned, operated, or provided by the Institute, as well as all students, faculty, staff, and users who access, use, or handle such IT assets or data. The policy also applies to all contractors, visitors, volunteers, visiting researchers, county-paid employees, and Tennessee State University employees accessing Institute-owned IT assets.

Policy:

The UTIA IT01xx – Information Technology Access Control Policy is the official policy and procedures document for IT access control at the Institute. This policy addresses the establishment and implementation of access control policy and procedures. The Institute's Chief Information Security Officer (CISO) is responsible for maintaining the policy, which includes annual review of the policy, and updating as necessary. This policy references other UTIA security policies, which may be found on the UTIA Policies and Procedures website.

The Institute incorporates the following selected security controls from the NIST Access Control family for this policy:

1. Account Management
2. Access Enforcement
3. Least Privilege
4. Unsuccessful Logon Attempts
5. System Use Notification
6. Session Lock
7. Permitted Actions without Identification or Authorization
8. Remote Access
9. Wireless Access

Account Management

The Institute's IT assets are managed by the appropriate IT administrators. The IT administrators will create accounts, both group and role memberships, based on need and will

enable, modify, review, disable, and delete accounts accordingly. The accounts are assigned based on the other security controls specified in this policy. The IT administrators will monitor the use of accounts and will follow the [UTIA IT0130 – Personnel Security Policy for Information Technology](#) when access needs change or when accounts are no longer needed due to an employee's change in role or termination. Departments are responsible for officially terminating employees so accesses may be taken away as soon as possible.

Access Enforcement

Deans, Directors, Department Heads, or other supervisors will approve authorizations for access to the Institute's IT assets and data. Once authorized, the appropriate IT personnel will assign the applicable privileges to Institute and University resources. The CISO will randomly review assigned accesses to ensure the [UTIA IT0130 – Personnel Security Policy for Information Technology](#) is being followed.

Least Privilege

The Institute will employ the principle of least privilege when assigning access to users. This means that users will be assigned only the minimum rights necessary to perform the roles and responsibilities of the job function. For users who must be assigned administrative access (i.e., a privileged account), the user will use the non-privileged account when accessing non-security functions. The Institute allows privileged access by third-party providers and any persons outside the Institute (affiliates) based on explicit business justification.

Unsuccessful Logon Attempts

The Institute will enforce, through the baseline configuration for IT assets ([UTIA IT0125 – Information Technology Configuration Management Policy](#)), a limit of logon attempts by a user. If a user has unsuccessfully attempted to log into the account a specified number of times, the account will be locked for a short duration and the user may try again after that time. This control is in place, in part, to help prevent brute force attacks.

System Use Notification

The Institute's IT assets will be configured to display a screen at login which clearly states that the asset is the property of the Institute and is for authorized use only. The notification informs potential users that the IT asset may be monitored, recorded, and audited, and that use of the IT asset implies consent to monitoring and recording. The text displayed also states that the user acknowledges and agrees with the [UTIA IT0110 – Acceptable Use of Information Technology Resources Security Policy \(AUP\)](#) and that unauthorized use may be subject to disciplinary action, as well as criminal and civil penalties. The notification will remain on the screen until the user takes action to log onto the IT asset, acknowledging the notification.

Session Lock

The Institute, through the baseline configuration for IT assets, will enforce a session lock as a temporary action taken when a user stops works and the asset is idle. The session lock will be set to initiate a screen saver after 15 minutes of idle time in order to conceal potentially sensitive data on the screen. The session lock, however, is in no way intended to take the place

of logging out of Institute IT assets, as required in [UTIA IT0130 – Physical and Environmental Protection Policy](#).

Permitted Actions without Identification or Authentication

The Institute requires that every action needed to access moderate Institute or University IT assets or other resources must require authentication and the privileges of the user are based on role and responsibilities. Institute and University resources also require authentication and access is assigned using the principle of least privilege. Once logged into an Institute IT asset, public websites may not require additional authentication, but the user is expected to follow the Institute's [AUP](#), as well as the University's [AUP](#).

Remote Access

The Institute requires that all users with a need to connect to Institute-owned IT assets, University IT assets, or other resources while not physically located on the UT Knoxville (UTK) network must use the encrypted virtual private network (VPN) to securely connect. This includes all connections using dial-up, broadband, or wireless methods. The use of the VPN protects the confidentiality and integrity of the Institute's data.

The "always on" VPN solution for those connecting to the UTK network from the Institute's statewide locations (i.e., Extension offices, AgResearch Centers, 4-H Centers, regional offices, etc.) is managed and monitored by the Institute's Information Technology Services, while UTK Network Services manages and monitors the VPN solution and software for those working from home or traveling and need access to the Institute's or University's IT resources. Once connected to these resources, the user's normal access privileges are granted.

Wireless Access

The Institute requires that all users connecting to any wireless network must use a secure network when accessing Institute or University IT assets or other resources. This requirement pertains not only to the use of the Institute's or University's WiFi networks, but also to the use of any wireless network when working from home or traveling. The secure wireless network for those connecting to the UTK network from the statewide locations (i.e., Extension offices, AgResearch Centers, 4-H Centers, regional offices, etc.) is managed by the Institute's Information Technology Services and is implemented in accordance with the [UTIA IT0120 – Secure Network Infrastructure Policy](#). UTK Network Services manages the secure wireless network for those associated with the Knoxville campus. Using the "guest" network at any location does not allow for privileged access, thus prohibiting access to Institute or UT resources when using a guest network.

References:

[UTIA Glossary of Information Technology Terms](#)

[UTIA IT0125 – Information Technology Configuration Management Policy](#)

[UTIA IT0130 – Personnel Security Policy for Information Technology](#)

[UTIA IT0130 – Physical and Environmental Protection Policy](#)

[UTIA IT0120 – Secure Network Infrastructure Policy](#)

[UTIA IT0110 – Acceptable Use of Information Technology Resources Security Policy \(AUP\)](#)


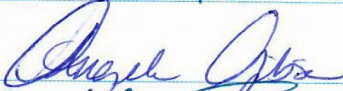

[UTIA IT0302 – Information Technology Formal Exception Policy](#)

[NIST SP 800-53 – Security and Privacy Controls for Federal Information Systems and Organizations](#)

For more information, contact Sandy Lindsey, CISO, at (865) 974-7292, or email sandy@tennessee.edu.

Approval of Policy

We approve UTIA IT01xx – Information Technology Access Control Policy as described in this document.

| Name | Title | Signature | Date |
|-------------------|--|--|------------|
| Tim Cross, Ph.D. | Senior Vice President and Senior Vice Chancellor, UTIA |  | 3/16/2020 |
| Angela A. Gibson | Chief Information Officer, UTIA |  | 3/20/2020 |
| Sandra D. Lindsey | Chief Information Security Officer, UTIA |  | 03/20/2020 |