



Access & Identity Policy

Individual accounts, MFA, least privilege, joiners and leavers.

Strong identity control is the foundation of security at [Business name]. This policy covers how we manage logins, access and admin rights.

Rules

- **Individual accounts.** Every person has their own account. No shared logins.
- **MFA.** MFA is on for email and all important systems.
- **Password manager.** Passwords are created and stored in the company password manager.
- **Least privilege.** People get the minimum access they need. Admin accounts are separate from everyday accounts and limited to those who need them.
- **Joiners and leavers.** Access is created on day one and fully removed on the last day someone works with us.

Policy owner: _____

Reviewed (date): _____

Make it yours (with AI)

I run a [type of business] in [town], Australia, with [number] staff. Rewrite the policy below so it fits how my business actually works, in plain English my team will read. Keep it to one page. [paste the template]

Two rules: start a fresh chat, and never paste real customer names, bank details or staff records into a free AI tool.