



**Information Technology Services
Security Control Standards**

NIST Control Family – Personnel Security

CONTROL NUMBER	CONTROL NAME	PRIORITY	REVISION DATE	NEXT SCHEDULED REVIEW DATE
PS-5	Personnel Transfer	P2	4/15/2020	4/15/2021

I. Statement

Tarleton reviews and confirms ongoing operational need for current logical and physical access authorizations to information systems/facilities when individuals are reassigned or transferred to other positions within the organization; initiates reassignment actions upon transfer, notifies, and modifies access authorization as needed to correspond with any changes in operational need due to reassignment or transfer.

II. Applicability

This Control applies to all Tarleton network information resources. The intended audience for this Control includes all information resource owners, custodians, and users of information resources.

III. Risk Statement

Employee, contractor or third party user terminations or change of responsibilities could result in a security breach due to lack of a defined management process for terminations or changes in responsibilities.

IV. Implementation

Information resource owners for organizational areas losing and gaining an employee during a transfer are responsible for reviewing the employee's information resource access to ensure the access is appropriate for the duties to be performed.

Information resource owners are also responsible for periodically reviewing all access to resources under their control.