Town of Wilton User Access Policy

Creating and deleting user accounts
Any changes to a user account will be communicated to the IT Consultant from the Comptroller or Personnel Officer. Typically, this would occur during the new employee on-boarding process or when a current employee terminates his or her employment with the Town. The request to add or delete an account is documented on the onboarding and termination forms, respectively, and these forms are retained in personnel files.

Dormant Accounts
Accounts that have not been used for a long time could allow for inappropriate access by an unauthorized individual. The Department Head will review existing accounts with the Comptroller. The IT Consultant and Comptroller will annually review accounts to determine if they've been dormant. Accounts that are deemed dormant will be deleted.

Unique User Names
All user names are unique to the user, ensuring that access can be appropriately restricted and that activities can be traced to the specific user.

Users Should Have Access Only to Areas of Applications and Network Necessary to Perform Their Job Duties
Limiting access will ensure that only appropriate users are allowed into applications, network and stored data.

Work Product is the Property of the Town
Any item saved to the Town's devices becomes the property of the Town of Wilton. Files should only be deleted from Town devices after Department Head review. Therefore, no personal files should be saved to Town devices.

Restricted Access
Users are restricted from using business equipment for personal use, as stated in the Employee Handbook section 411, General Computer Usage Policy.