

*The Background Screening Credentialing Council (BSCC) volunteer members drafted the accreditation tip for Clause 1.7 of the BSAAP Standard, version 2.0, effective April 6, 2018. This tip does not constitute a legal opinion of the BSCC.*

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**TITLE: Clause 1.7 – Electronic Access Control**

*Clause: CRA must have and follow procedures to control access to all electronic information systems and electronic media that contain consumer information. CRA must have procedures in place to administer access rights. CRA workers and authorized client users must only be given the access necessary to perform their required functions. Access rights must be updated based on personnel or system changes.*

A common **Opportunity for Improvement** is the creation and use of an “Access Authorization” form or an “Access Checklist” designed to ensure consistency when enabling access to consumer information, terminating access, and documenting access activities for archival purposes. The use of such a checklist is a common security practice and, at a minimum, typically addresses: employee receiving access, appropriate access level being granted based on role/position, authorized requester, effective date of access, systems and areas to which access is being granted, person enabling access; and (for future use) date of termination of access rights, authorized requester, name of person disabling access, and date of action. These forms are typically, but not always, maintained in the human resource or contingent worker file for each individual to whom access is granted. Alternatively, these forms may be retained in IT with other system or user access files.