The Background Screening Credentialing Council

**ACCREDITATION TIP**

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*The Background Screening Credentialing Council (BSCC) has drafted the following accreditation tip for the US Employment Screening / General Background Screening BSOAP Standard, this tip applies to US Version 2.0, 3.0 and General Version 1.0. This response is provided for educational purposes only and does not constitute legal advice, express or implied of the BSCC, or the Professional Background Screening Association. Consultation with legal counsel is recommended in all matters of employment law.*

*For the purposes of this Tip, and to ensure our response applies to both Standards, the terms Organization and CRA may both be used.*

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

*Clause: Organization / CRA must have and follow procedures to control access to all electronic information systems and electronic media that contain consumer information. Organization / CRA must have procedures in place to administer access rights. Organization / 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.

The audit criteria for Clause 1.7 provides:
*Process must include, but is not limited to, 1) how CRA/organization workers and authorized client users apply for and receive access, 2) authorixation needed for access, 3) access parameters, 4) issueance, replacement, and expiration of access rights, 5) monitoring tooles and 6) recordkeeping. Auditor will seek evidence of adherence to policies and procedures.*

We hope the above provides further information and clarification on the information provided in the Standard and may be used to improve your accreditation submission.

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