

Generic Account Policy

1. Purpose

This policy establishes the acceptable use of generic accounts.

2. Scope

This IT policy, and all policies referenced herein, shall apply to all staff and associates of Rockdale County, including independent contractors, vendors, interns, temps, and authorized guests.

3. Policy Statement

- Generic account use is prohibited on all non-public computers and wherever TSD Security Team compensating controls cannot be implemented.
- Generic account requests may be granted based on justification and appropriate need. TSD Security Team must approve exceptions to this policy in advance through the IT Service Desk ticketing system.
- Generic accounts need to comply with Rockdale County policies (i.e., auditing rights/permissions to appropriate users).
- TSD Security Team will audit the usage of generic accounts on an annual basis and will work with the owners of found generic versions to limit their use with minimal impact on the business of that department.

4. Definitions

- A **generic account** is considered an account that is not derived using the TSD standard naming convention. There is no corresponding ID associated with a generic account. These account fails to identify the individual or entity using the account. Generic accounts pose risks and add security concerns to the Rockdale County network and systems.
- **IT Resources** include computing, networking, communications, application, and telecommunications systems, infrastructure, hardware, software, data, databases, personnel, procedures, physical facilities, cloud-based vendors, software as a Service (SaaS) vendor, and related materials and services.
- **Public computers** are IT Resources used in communal locations such as labs, kiosks and publicly utilized resource areas.

Approved this 9 Day of may

Rockdale County, Georgia
Board of Commissioners



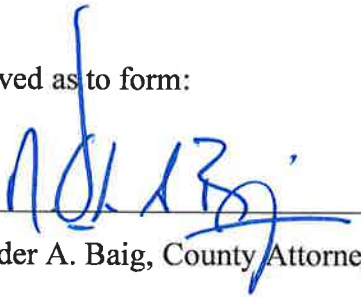
Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer O. Rutledge, County Clerk/Executive Director
Government Affairs

Approved as to form:



M. Qader A. Baig, County Attorney