Identity Management Security Policy

The Policy

All access to City of New York systems must be authorized and based upon individual identification and authentication.

Agency Responsibility

1) Each agency is responsible for the management of its user identities. This includes identity validation/registration, authentication, authorization, provisioning/de-provisioning and management of identities.
2) Management approval is required before a user is authorized to use any City computing resources.
3) Users who are not City employees, but who are in a current contractual relationship with the City may have access to City computing resources if they have a valid non-disclosure agreement in effect and their sponsor approves their access.

Identity Life Cycle

4) Users must be positively and individually identified and validated prior to being permitted access to any City computing resource.
5) Users will be authenticated at a level commensurate to the data classification of the information being accessed.
6) Access permissions must be defined in accordance with a user's actual functional work requirements.
7) User accounts will be created and de-provisioned in a timely manner. Inactive user accounts will be de-provisioned according to the Citywide Information Security Password Policy.

Citywide Identity Store

8) Each agency must establish connectivity to the DoITT managed Enterprise Directory.
9) Each agency is responsible for managing their identities within the DoITT managed Enterprise Directory/Identity Vault.
10) All applications used by multiple agencies or which support external users are required to utilize the DoITT managed Enterprise Directory for authentication.
11) Applications will be required to participate in the consolidation of external identities to the DoITT managed Enterprise Directory.

Password Controls

12) The password settings of user accounts must comply with the Citywide Information Security Password Policy.

Document Revision History

Date	Description
July 28, 2008	**Version 1.0** Issued
June 16, 2011	**Version 1.1** Updated header with new NYC logo and added this revision history table to the document.