# Access Control Matrix

**Purpose:** This document outlines the access control matrix within the organization. It specifies which users or roles have access to various systems, applications, and data resources. It is used for security audits, compliance checks, and internal documentation of IT access policies.

## Document Information

* **Document Owner:** {documentOwner}
* **Version:** {version}
* **Last Updated:** {lastUpdated}

## Overview

The access control matrix below details the relationship between the organizational roles and the systems/resources they can access.

## Legend

* **R:** Read
* **W:** Write
* **X:** Execute
* **NA:** No Access

## Access Control Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **System/Resource** | **Access Level** | **Notes** |
| {#accessMatrix}{role} | {system} | {accessLevel} | {notes}{/accessMatrix} |

## Administrators

The following individuals have administrative privileges for critical systems:

{#administrators}

* **{name}:** {system} ({privilegeLevel})

{/administrators}

## Exceptions / Special Access

**Note:** The following exceptions to standard access control rules exist within the organization.

{#exceptions}

* **{person}:** {exceptionDetail}

{/exceptions}

## Access Review Logs

Access rights should be reviewed periodically. The table below logs the most recent access reviews.

|  |  |  |
| --- | --- | --- |
| **Review Date** | **Reviewed By** | **Findings** |
| {#accessReviews}{reviewDate} | {reviewedBy} | {findings}{/accessReviews} |

## Approval

This document has been reviewed and approved by the following personnel:

{#approvals}

* **{name}** - *{position}* (Approved on: {approvalDate})

{/approvals}