**CU\*BASE® Access Security Policy**

**S A M P L E***For Use by Self-Processing Credit Unions*

The purpose of this security policy is to control access via CU\*BASE to credit union member and accounting files by CU\*Answers as our data processing provider.

# Data Center Access to Credit Union System

When it is necessary for CU\*Answers support teams to access the credit union’s system, such as to install software upgrades or assist with a problem, a designated user profile of \_\_\_\_\_\_\_\_\_\_\_ (example: CUACSR) will be used, and the user will be required to type a reason that will be logged along with the date and time for auditing purposes.

# Employee ID 89 Access to Credit Union Files

*Choose one:*

|  |  |
| --- | --- |
| 🞏 | **We do not allow CU\*Answers access to our files** via Employee ID 89. If CU\*Answers access becomes necessary in order to solve a problem, our security officer will create an employee profile with appropriate security access. After the problem is solved, the Employee ID will be removed from the system. |
| 🞏 | **We allow CU\*Answers limited access to our files** via Employee ID 89. This profile will be set up on the system but will not be allowed access to any menus. If a problem arises and CU\*Answers needs access to our files, the security officer will add the appropriate menu security to the existing Employee ID 89 profile in order to complete the task. At that time the security officer will notify CU\*Answers of the password for Employee ID 89. After the problem is solved, the security officer will change the password and will not notify CU\*Answers of the new password until the next time access is needed. |
| 🞏 | **We allow CU\*Answers access to our files** using Employee ID 89. We understand that the passwords, access privileges, and other settings on the reserved alias employee IDs may be maintained by CU\*Answers service personnel as needed to provide support to the credit union. |

# Credit Union Responsibilities

On a monthly basis, we will review activity performed on our files by data center staff, using the tools and reports outlined under “Overview of Available Tools” in the [Auditing Employee Access to CU\*BASE Tools](https://www.cuanswers.com/wp-content/uploads/AuditingEmployeeAccesstoCUBASETools.pdf) booklet provided on the CU\*Answers website.

# CU\*Answers Responsibilities

Before any changes are made to any data files, CU\*Answers must obtain written permission from the credit union detailing the changes that will be allowed. Once any authorized maintenance has been performed, CU\*Answers will provide written documentation showing the changes made.

# Authorized Signature

Credit Union Name:

CU#: Date:

Signed by CU Security Officer:

Print Name:

Rev: April 2019

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