

# **Access Control Policy**

**OpenMRS Canadian Clinic**  
**Version 1.0 | Effective Date:** April 2026  
**Policy Owner:** Clinic Manager

OpenMRS Canadian Clinic

## Purpose

To ensure that access to OpenMRS systems and patient data is restricted to authorized individuals only, in accordance with PHIPA and PIPEDA requirements and the principle of least privilege.

## Scope

This policy applies to all employees, contractors, volunteers, and third parties who access the OpenMRS platform or any patient information.

## Policy Statements

- Every user must have a unique, individually assigned account.
- Role-Based Access Control (RBAC) will be enforced – users receive only the minimum permissions required for their current job responsibilities.
- The Clinic Manager (or designated delegate) must perform formal access review at least quarterly.
- Shared or generic accounts are strictly prohibited.
- Access for terminated or departing personnel must be revoked within 24 hours.
- All access changes must be formally approved or documented.

## Responsibilities

- **Clinical Manager:** Overall policy ownership and quarterly access reviews.
- **IT Lead:** Technical implementation, logging of changes, and system support.
- **All Users:** Use accounts only for authorized purposes and report any suspicious activities immediately.

## Enforcement

Violation of this policy may result in disciplinary action, up to and including termination, and maybe reported to regulatory authorities where required.

## Review

This policy will be reviewed annually or following any significant organizational or system change.