



Building our Future,
Honoring our Past

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System and Application Rights Policy

VB approved 12-9-2019

To ensure the security of Village systems and information the Village Board has adopted the following system and application policies:

Administrative Access to the servers and network are restricted to those in IT and do not have user access within Workhorse.

Shared Data access is restricted to the Clerk, Treasurer, DPW Superintendent, Wastewater Superintendent, Village Marshal, Village President, DPW staff, and administrative staff.

Workhorse Super User access will be restricted to the Clerk and Treasurer who will administer the user rights. Normal & Read Only users will be limited to the lowest level of access necessary to complete their duties.

Village email accounts will be limited to current employees, the Village Building Inspector, and members of the Board of Directors, Plan Commission, & Zoning Board of Appeals.

At least once per year the Village Clerk and Village Treasurer will review the user lists to ensure all users meet the policy criteria.