

To: IRIS Security Administrators

The Security Administrator (SA) is responsible for managing all of the IRIS user accounts on behalf of the Business Associated (BA), including assigning permissions and ensuring proper security and risk management protocols are in place to maintain the confidentiality and integrity of the BA's data on IRIS.

As a reminder the Security Administrator and the Back-up Security Administrator

- Accepts responsibility, and fully understands the risks associated with using IRIS that could expose the BA to liability.
- Understand the importance of the SA role in the organization, and understands the significant work involved in managing multiple user accounts on behalf of the BA.
- Understands and accepts responsibility for ensuring the BA's IRIS users are fully informed of how to use the system appropriately.
- Ensures proper security and risk management protocols are in place to protect the BA's corporate data on IRIS.
- Have the ability to set up and assign users complete and full access to the BA's current and future data on IRIS.
- Are responsible for managing user accounts and assigning access and permissions for IRIS users within the BA or parties delegated to act on behalf of the BA.
- Accepts responsibility to notify the Ministry if the Security Administrator changes or there are any other changes to the Security Administrator account.
- Are responsible to periodically track and review users' permission and security profiles.

ER has resources available to assist BA Security Administrators in managing their IRIS users' permission sets and security profiles.

- [*Integrated Resource Information System Security Administrator Role and Responsibilities Information Circular*](#)
- *User Inventory Report*
- *Users and Permissions Sets Report*