

# Standard Operating Procedure (SOP): Shared Calendar Access and Permission Settings

This SOP details the management of **shared calendar access and permission settings**, including the procedures for granting, modifying, and revoking calendar permissions, defining user roles, ensuring data privacy, synchronizing calendar events, and maintaining access logs. The goal is to facilitate efficient collaboration while safeguarding sensitive scheduling information through controlled access and clear permission protocols.

## 1. Purpose

To outline standardized procedures for administering access and permissions to shared organizational calendars, ensuring secure, efficient, and compliant calendar usage.

## 2. Scope

This SOP applies to all employees, contractors, and authorized third parties granted access to shared calendars within the organization.

## 3. Definitions

Term	Definition
Shared Calendar	A calendar accessible by multiple users for scheduling, viewing, and managing events.
User Roles	Levels of permission assigned to users that dictate calendar access and editing capabilities.
Access Log	Record of user actions related to the calendar (e.g., access, changes, sharing).

## 4. Roles & Permissions

Role	Description	Typical Permissions
Owner	Calendar creator or designated lead administrator.	Full access; grant/revoke permissions; manage settings.
Editor	User who can add, modify, and delete events.	Add/edit/delete events; view full details.
Viewer	User who can only view events.	View event summaries or full details (as assigned).
Guest	External user with limited access.	View free/busy times only; no event details.

## 5. Procedures

- 5.1 Granting Access:**
  - Owner/administrator logs into the calendar management platform.
  - Selects the shared calendar and navigates to `Settings > Share`.
  - Enters the user's email address and assigns the appropriate role (Owner, Editor, Viewer, Guest).
  - Confirms and saves settings. The system issues a notification to the user.
- 5.2 Modifying Permissions:**
  - Owner/administrator accesses the calendar Share/Settings menu.
  - Locates the user and adjusts role as necessary.
  - Saves and confirms changes; user receives a notification.
- 5.3 Revoking Access:**
  - Owner/administrator goes to the user list within the calendar's settings.
  - Selects the user and revokes access.
  - Saves the action; user is notified of access removal.
- 5.4 Synchronizing Events:**
  - Ensure calendar sync is enabled for all authorized users' devices.
  - Regularly review sync logs to ensure data integrity.

- Address sync conflicts or errors promptly per platform guidelines.
- **5.5 Maintaining Access Logs:**
  - Enable calendar access logging via the platform's admin console.
  - Review logs at least monthly or after significant personnel changes.
  - Retain logs for at least 12 months for audit/compliance purposes.

## 6. Data Privacy & Security

- Limit calendar details visible to minimum necessary for each user role.
- Use strong authentication (e.g., SSO or MFA) for access to shared calendars.
- Regularly review and audit calendar access and permissions.
- Immediately revoke access on personnel termination or role change.
- Report any suspected unauthorized access promptly to IT/security team.

## 7. Compliance & Review

- This SOP will be reviewed and updated annually or as needed based on system changes or security requirements.
- Noncompliance may result in disciplinary action and/or restricted calendar access.

## 8. Document Control

- **SOP Owner:** IT Department
- **Approval Date:** [Insert Date]
- **Next Review Date:** [Insert Date]
- **Version:** 1.0