

Information Security Policy - Sample

Policy Brief and Purpose

The objective of information security is to ensure the business continuity of [Organization], to protect the information entrusted to [Organization] by its clients and to minimize the risk of damage by preventing security incidents and reducing their potential impact.

Policy Elements

- The policy's goal is to protect the organization's informational assets against all internal, external, deliberate or accidental threats.
- The CEO has approved the information security policy.
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments.
- Compliance with the Information Security Policy is mandatory.

The security policy ensures that:

- Information will be protected against any unauthorized access;
- Confidentiality of information will be assured;
- Integrity of information will be maintained;
- Availability of information for business processes will be maintained;
- Legislative and regulatory requirements will be met;
- Business continuity plans will be developed, maintained and tested;
- Information security training is mandatory for all employees;
- All actual or suspected information security breaches will be reported to the [Information Security Manager] and will be thoroughly investigated.

Procedures exist to support the policy, including security control measures, passwords and business continuity plans.

- Business requirements for availability of information and systems will be met.
- The [IT Lead] is responsible for maintaining the policy and providing support and advice during its implementation.
- [Organization] will communicate with customers and provide information on incidents in a timely fashion.
- [Organization] will report to its clients upon confirmation any unauthorized access or alteration of customer data after such an incident has been confirmed through [Organization]'s incident response process.
- [Organization] will notify clients, where it is legally allowed to do so, upon receipt of any court order, warrant, production order or any other formal government request for client data.

This policy will be reviewed annually.