

Security Policy Template

This is a security policy template that shows a suggested structure using common policy components. You can also use this template when writing your security standards, procedures, and guidelines. Just adjust the Policy Statements section to match the type of document you're writing.

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**[Organization Name] [Security Policy Name]**

### Purpose

The purpose of this policy is to [clearly state the goals and rationale behind the policy, such as protecting the organization's information assets and ensuring compliance with relevant laws and regulations].

### Scope

This policy applies to [define the boundaries, including who and what the policy applies to, such as all employees, contractors, and third-party vendors, as well as all organizational information systems and data].

### Policy Statements (This section can just be called "Policy.")

[State the main principles and rules required by this policy.]

1. [Policy statement 1]
  2. [Policy statement 2]
  3. [Policy statement 3]
- [Etc.]

### Responsibilities

- **Employees:** [Specify the roles and responsibilities of employees, such as following security protocols and reporting security incidents.]
- **IT department:** [Outline the responsibilities of the IT department, such as implementing security controls and monitoring compliance.]
- **Managers:** [Describe the responsibilities of managers, such as ensuring their teams adhere to the security policy.]
- **Security officer:** [Specify the role of the security officer, such as overseeing the security strategy and policy enforcement.]

**Compliance**

Compliance with this policy is [detail the expectations for compliance, such as mandatory adherence, and the consequences for noncompliance, such as disciplinary actions or legal consequences].

**Enforcement**

This policy will be enforced by [explain how the policy will be enforced and monitored, such as regular audits and monitoring by the security officer]. Any violations will be [detail the actions that will be taken for noncompliance, such as investigations and disciplinary measures].

**Definitions**

[Provide definitions of key terms to ensure clarity and consistency.]

**Review and Updates**

This policy will be reviewed [describe the process for regularly reviewing and updating the policy to ensure its relevance and effectiveness, such as annually or as needed]. The security officer is responsible for [outline the responsibilities for coordinating the review and update process]. A revision history will be maintained to [describe the purpose of the revision history, such as documenting changes and updates].

**Revision History**

| Date       | Description of Change                              | Changed By     |
|------------|----------------------------------------------------|----------------|
| YYYY-MM-DD | [First published version or specific changes made] | [Name or role] |