

# Chameleon Data Encryption Policy

Chameleon Security Team



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## Introduction

The data encryption policy highlights the importance of data encryption within the Chameleon organization, and ensures that Chameleon follows the required governmental regulations, and industry standards for data encryption. This ensures that confidential data is encrypted such as user data, client credentials, confidential company information, and payment details to maintain security and privacy with all the data that Chameleon handles. It is required that Chameleon adequately train administrators and senior leaders to be aware of the governmental and industry regulations and standards regarding data encryption, and aware of the importance of data encryption to maintain security and privacy of important company and customer data.

## Purpose

The aim of this policy is to ensure that the Chameleon organization follows governmental and industry regulations and standards regarding data encryption, to ensure that confidential company data and customer information is adequately protected. This policy also aims to ensure that encryption standards are maintained within the organization, which mitigates the chances of potential data breaches.

## Importance

A data encryption policy that is accurately understood, followed, and maintained by Chameleon would ensure that data protection is upheld to a high standard, Chameleon would be compliant with all legal and industry regulations and standards, the amount of risk would be minimized from data breaches, and a healthy level of trust would be demonstrated by customers, as customers are more likely to trust an organization that takes proactive security measures.

## Scope

The scope of this policy is all the members within the Chameleon team, including all projects and roles. All Chameleon members should ensure that they follow the required policy set out for data encryption. Additionally, the senior members and IT administrators should ensure that the correct encryption mechanisms are in place within Chameleon and tools are available to employees, to enable the employees to follow encryption standards set within this policy.

# Chameleon Encryption Policy

## 1. Company Training and Onboarding Process

The encryption policy should be taught to all employees that handle customer or user data, or any confidential Chameleon information. Chameleon senior members and IT administrators should ensure that all the new employees follow this policy, and are taught the importance of data encryption, to ensure that the policy is upheld.

## 2. Compliance Requirements

Additionally, if Chameleon reaches an annual turnover of more than \$3 million, customer private data needs to be protected, in accordance with the Privacy Act 1988. This personal data includes but is not limited to Name, date of birth, gender, email address, password, etc. Furthermore, if Chameleon partners with any organizations within the health service, personal information trading, credit providing, or residential tenancy sectors, Chameleon is required to follow all the required regulations within the Privacy Act 1988, to ensure that customer data is protected.

## 3. Encryption standards

The Chameleon senior team and IT administrators should decide on and enforce an encryption standard, which would then be implemented by all the members within Chameleon. With the senior leadership implementing an encryption standard, the whole organization would then be able to follow the standard and use the provided processes and tools.

# Responsibility for encryption policy standard and enforcement

## Senior Members and IT Administrators

Senior leadership and IT administrators would be responsible for

- Developing the encryption standard for Chameleon. What encryption methods would be used, what tools to perform encryption and decryption, and what information needs to be protected in accordance with governmental regulations.
- Implementation of awareness training for new employees, to ensure that the encryption policy is understood, and upheld by each employee within Chameleon.
- Creating a standard for mechanisms and tools used to encrypt customer data and company information.
- Implement a system to monitor company data and information, to ensure that the encryption standard is being upheld.
- Regularly change or maintain the data encryption policy as changes in encryption methods, tools, and general technology changes within the medium-term.

- Enforce the encryption policy and ensure that any breaches or gaps in the implementation of the data encryption policy are rectified, and employees are retrained to follow the policy.
- Implement a mechanism to ensure that cases where the data encryption policy is not upheld, can be investigated and solutions can be recommended and implemented by a qualified employee/third party.

## Employees

Employees are required to,

- Undertake the training to better understand the data encryption policy, and how to meet the requirements of the policy.
- Follow the data encryption policy and all processes and procedures outlined within the policy.
- Ensure that customer data is handled with security mechanisms being followed.
- Report on any potential violations or gaps that have occurred in the implementation of the data encryption policy.