# INCIDENT RESPONSE POLICY

Version: 1.0

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Organization: [organization name]

## 1. Purpose

The purpose of this Incident Response Policy is to establish a standardized approach to identifying, managing, and resolving cybersecurity incidents. This ensures minimal impact on business operations and promotes organizational resilience.

## 2. Scope

This policy applies to all employees, contractors, vendors, and systems within the organization that could be affected by a security incident.

## 3. Definitions

An incident is defined as any attempted or actual unauthorized access, use, disclosure, modification, or destruction of information; or interference with system operations.

## 4. Incident Response Phases

The organization will follow these phases in response to an incident:

* Preparation: Maintain tools, contacts, and documentation.
* Identification: Detect and verify potential incidents.
* Containment: Limit the spread and impact of the incident.
* Eradication: Remove the cause and affected components.
* Recovery: Restore systems and monitor for reoccurrence.
* Lessons Learned: Document outcomes and update processes.

## 5. Roles and Responsibilities

* IT/Security Team: Lead incident response and investigation.
* Management: Approve escalations and coordinate communication.
* Employees: Report incidents immediately to the IT/security team.

## 6. Incident Reporting

All users must report suspected or confirmed security incidents to the IT/security team immediately via [insert communication method].

## 7. Communication Protocols

All communications about incidents will be coordinated through designated channels to avoid misinformation and preserve evidence.

## 8. Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination and legal consequences.

## 9. Review

This policy will be reviewed annually or after a major incident to ensure its effectiveness and relevance.

Approved by: [Insert Name or Role]

Review Date: [Insert Future Review Date]