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| [Organization logo] |
| [Organization name] |

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| Code |  |
| Version |  |
| Created by |  |
| Approved by: |  |
| Confidentiality level |  |

**Table of contents**

1. Information security policy statement

2. Objective

3. Policy

7. Validity and review management

**Information Security Policy Statement**

The following is a sample information security policy statement.

**Objective**

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

**Policy**

* The policy’s goal is to protect the organization’s informational assets1 against all internal, external, deliberate, or accidental threats.
* The CEO / MD has approved the information security policy.
* 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 will be available for all employees.
  + All actual or suspected information security breaches will be reported to the Information Security Manager and will be thoroughly investigated.
  + The procedures exist to support the policy, including virus control measures, passwords, and continuity plans.
  + Business requirements for availability of information and systems will be met.
* The Information Security Manager is responsible for maintaining the policy and providing support and advice during its implementation.
* 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.

**Validity and Review**

* This policy is valid until …………..
* This policy will be reviewed yearly by the Information Security Manager

Signature

Date

Title