Policy Development

**User management**

**Effective date: 16/5/2018**

**Revision date: 1/8/2018**

**Background**

Optimation don’t want people who don’t work in Optimation to be able to access their information. Only people who work in the company should be able to and we don’t want people who don’t need the information to be able to access it in the company.

Optimation will create, manage and delete accounts because there are new people who join the company and people who leave the company, so their account gets deleted. The company doesn’t have use of an account that isn’t going to be used anymore.

**Definitions**

User management is about users having the right to an organizations information. The management is about adding user names and passwords to electronic directories and assigning the rights to data and resource networks.

**Purpose statement**

We want to limit the amount of information people can see within the company depending on their access level within the company. This should help protect information from getting in the wrong hands and we don’t want older accounts being used by other people. This will help with privacy and security for the users.

**Scope statement**

The policy applies to the people who manage the users and the people in charge of the information that is shared and the network devices. This policy covers all the accounts on the systems that are connected to the network.

**Over responsibility**

Chief Operating Officer

**Policy statement**

Creation, deletion and management of user accounts.

Granting authorized or revocation privileges of user accounts.

The authentication by which a user can use their account. (Password)

Protect against unauthorized people to access information of the business and increase privacy and security of people in company.

**Policy implementation guidelines**

Identify all current access management procedures

Assess appropriateness of current procedures

Adjust and document changes to procedures

Educate employees of changes in procedures

Implement new or adjusted procedures

**Privacy and Ethical**

**Effective date: 10/6/2018**

**Revision date: 14/11/2018**

**Background**

The Code of Ethics should provide a good framework for the people in Optimation to be consistent with their decisions when it comes to their goals and values. The people in Optimation should be familiar with the Code of Ethics and conflicts of interest should be dealt with properly and enhance performance.

Users should know how their personal information is used and the staff should understand when and how they can use the information. Optimation don’t want to breach the privacy of other people and they don’t want the information used by the wrong people. A privacy policy is required for anyone using user information. It is also a legal requirement.

**Definitions**

Ethics is about business policies and practices regarding controversial issues, such as insider trading, discrimination, bribery, etc.

Privacy policies discloses the way some or all the ways a business collects, uses, discloses and manages the customer or client data. It is a requirement to keep customer or client privacy protected.

**Purpose Statement**

The purpose of ethical policies is to create openness, trust and to emphasize the employees and customers expectations to be treated fairly. This policy will serve to guide business behavior to ensure ethical conduct. Every employee should familiarize themselves with the Code of Ethics.

The privacy policies should fulfill the legal requirements to protect customer privacy. This will also allow the customers to know how their information is being handled by Optimation.

**Scope Statement**

The Ethical policies apply to everyone who is working in the business and all the people affiliated with third parties.

The privacy policy applies to all the information collected by Optimation from customers, employees and from anyone else.

**Over Responsibility**

General Manager, Business Enablement

Chief Operating Officer

**Policy Statement**

**Privacy policy statement**

Data collectors must make it clear what they are doing with the information before collecting it

Optimation must respect the choices of the user on what information is provided and how personal that provided information is

Users must be able to view and contest the accuracy of the information collected by the company

Optimation is fully responsible for the security of the personal information and must not let unauthorized people see it and get their hands on it.

**Ethical policy statement**

Optimation will comply with all applicable laws and regulations.

Employees must be honest, fair and provide a safe working environment

Optimation will provide customers with complete confidentiality, attention to detail, reliable product delivery and good service at a fair price.

**Policy Implementation Guidelines**

**Ethical**

Everyone in the business should familiarize themselves with the Code of Ethics. Optimation can provide a short lesson or course on the Code of Ethics and ethics. (Training)

**Privacy**

Make a system that tracks network access

Design effective employee procedures and policies so they have access to specific information

Develop a breach response plan

Conduct regular audits