

Information Security Guidelines

1. Password Policy

Passwords must be at least 12 characters long and include special characters.

2. Data Protection

Confidential data must not be shared outside the organization.

3. Access Control

Access to systems is granted based on role-based access control (RBAC).

4. Incident Reporting

Security incidents must be reported within 24 hours.

5. Device Usage

Only company-approved devices may be used for official work.