Appendix B: Versioning

(Company) Information Security Policy Version

The (Company) Information Security Policy Manual contains versioning information to assist the owner and reader to ensure that the policy being maintained and/or read is the most current version of the document.

The version number for the Manual and the policies contained within consist of three numbers separated by a period (“.”). The format is *X.Y.Z* as noted below.

X = Major Policy Version Number

The Major Policy Version Number notes all major revisions to policies or the Manual.

**The Manual’s Major Policy Version Number will increment by one in the following circumstances:**

* Major revisions of the (Company) Information Security Policy Manual, which include:
  + The addition of a new policy to the manual
  + The removal of a policy from the manual
  + The renaming of a policy within the manual
  + If the Minor Version Number requires a reset to zero

**A Policy’s Major Policy Version Number will increment by one in the following circumstances:**

* Addition or removal of a policy statement
* If the Minor Version Number requires a reset to zero

Whenever the Major Policy Version Number is incremented, all other version numbers (Minor and Non-Material) are reset to zero.

Y = Minor Policy Version Number

The Minor Policy Version Number notes all minor revisions and reviews of the Information Security Policy Manual.

**The Manual’s Minor Policy Version Number will increment by one in the following circumstances:**

* Any review of the Information Security Policy Manual
* A major revision to a policy within the Manual (See “X = Major Policy Version Number” above)
* If the Non-Material Policy Version Number must be reset to zero

**A Policy’s Minor Policy Version Number will increment by one in the following circumstances:**

* Any material change to an existing policy statement
* If the Non-Material Policy Version Number must be reset to zero

Whenever the Minor Policy Version Number is incremented, the Non-Material Version Number is reset to zero.

Z = Non-Material Policy Version Number

The Non-Material Policy Version Number notes insignificant changes to policies and the Information Security Manual.

Insignificant changes are those that do not materially change the policy manual. The most common examples of an insignificant revision are punctuation and spelling changes.

**The Manual’s Non-Material Policy Version Number will increment by one in the following circumstances:**

* A minor revision to a policy within the Manual (See “Y = Minor Policy Version Number” above)

**A Policy’s Non-Material Policy Version Number will increment by one in the following circumstances:**

* A non-material change is made to an existing policy statement. (the Manual’s version number does not change)

Reset to Zero

Anytime the Minor or Non-Material Policy Version Number is two (or more) digits in length the number must reset to zero and the number prior to it (Major or Minor) will be incremented by one.

Examples

Example #1 – Addition of a new policy.

When a new information policy has been approved by the Security Committee and is to be added to the (Company) Information Security Policy Manual, the following versioning takes place:

* The newly approved policy is assigned a Major Policy Version Number of “1”, and a version of 1.0.0. Policies only receive a version number once they are approved by the Security Committee.
* The addition of a new policy to the (Company) Information Security Policy Manual is noted as a Major Policy Manual Version change. If the (Company) Information Security Policy Manual was 1.0.4 at the time of the addition, the new manual version number would be 2.0.0.

Example #2 – Addition of a policy statement to an existing information security policy.

The following versioning takes place:

* The Major Policy Version Number is incremented by one. If the version of the policy was 1.1.3, the new policy version would be 2.0.0.
* The Minor Policy Manual Version Number is incremented by one. If the version of the (Company) Information Security Policy Manual was 1.1.8, the new version would become 1.2.0.

Example #3 – Change to an existing information security policy statement.

The following versioning takes place:

* The Minor Policy Version Number is incremented by one.
* The Non-Material Policy Manual Version Number is incremented by one.

If the (Company) Information Security Policy Manual Version Number was 2.5.7 prior to the change, and the Information Security Policy Version Number was 1.3.6, the new version numbers would become:

* Information Security Policy Version Number – 1.4.0
* (Company) Information Security Policy Manual Version Number – 2.5.8

Version History

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| --- | --- | --- | --- | --- |
| Version | Modified Date | Approved Date | Author | Reason/Comments |
| 1.0.0 | June 2020 |  | FRSecure | Document Origination |
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