

# Security Policy Review and Enhancement Report – Task 4

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**Internship Program:** Intern Intelligence

**Internship Task:** Task 4 – Security Policy Review and Enhancement Report

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## Objective

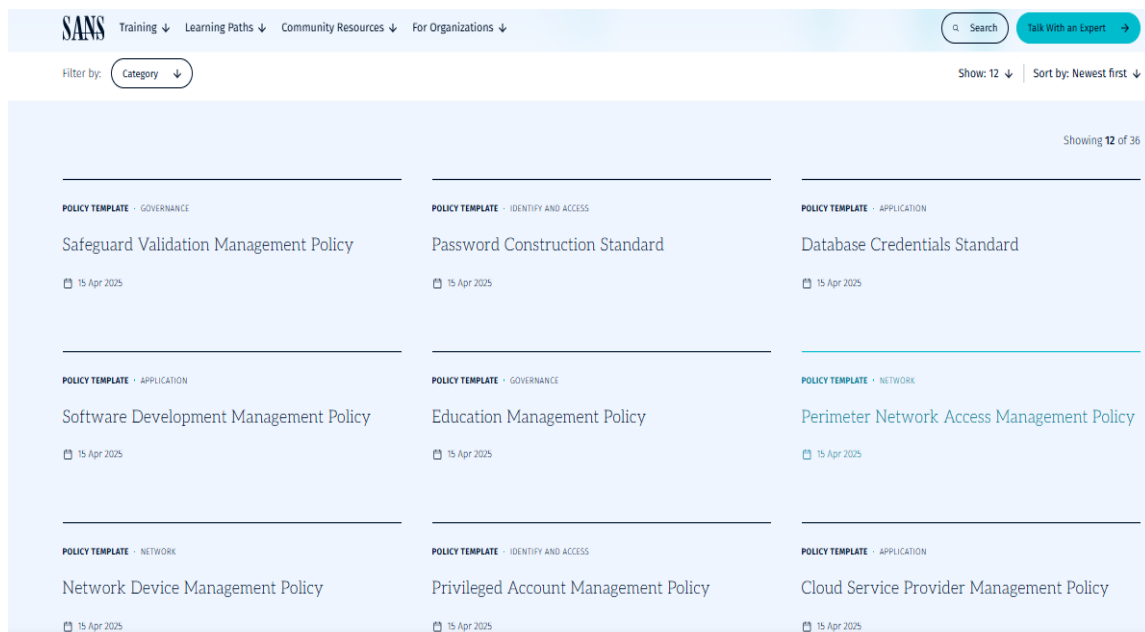
To review the Acceptable Use Standard policy, identify weaknesses, and enhance it according to SANS templates and NIST framework.

## Tools Used

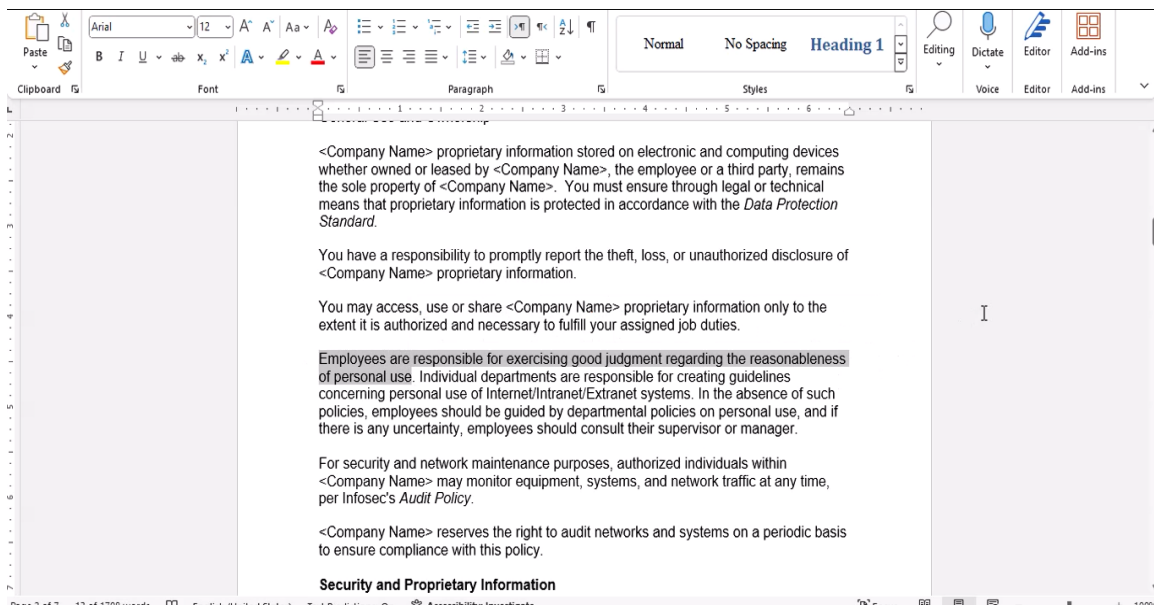
- SANS Security Policy Templates
- Microsoft Word

## Step-by-Step Process

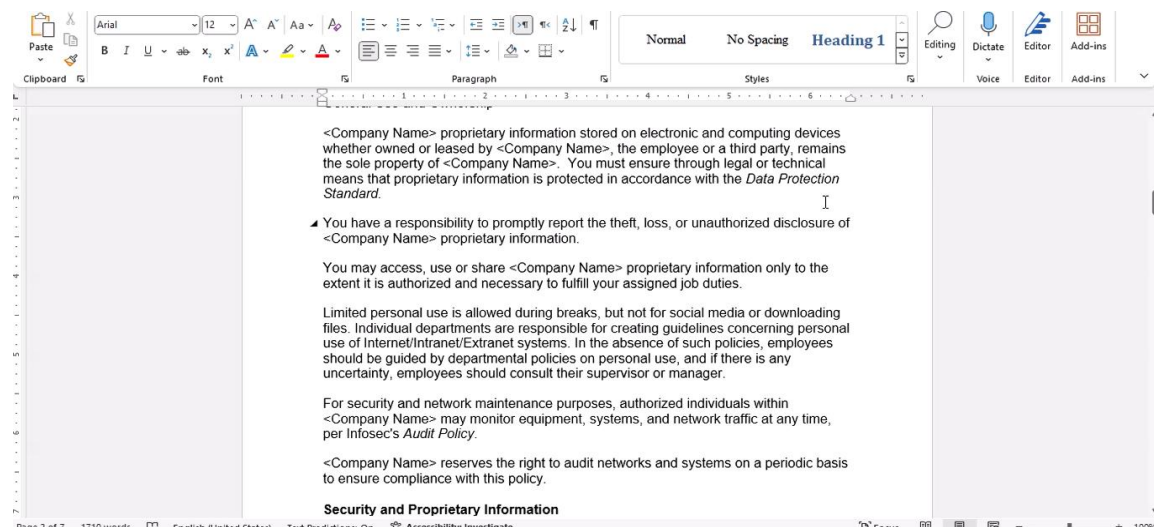
**Step 1: Download Template** Accessed SANS Security Policy Templates website. Downloaded Acceptable Use Standard (April 2025).



**Step 2: Review & Highlight Weak Points** Opened policy in Microsoft Word. Highlighted vague password rules, unclear personal use rules, missing reporting contact info.



**Step 3: Rewrite Weak Sections** Added specific password requirements. Clarified personal use rules. Added incident reporting contacts.



## Findings

- Policy was too generic in certain security control areas.
- Missing actionable details for employees.

## Recommendations

- Review policies every 6–12 months.
- Train employees on updates.
- Align with NIST and ISO 27001.