# Information Security & Privacy Policy

## Policy Statement

Trust is a cornerstone of {Company}’s business – our customers and end-users rely on {Company} to adequately protect the information that has been entrusted to our care. Earning and maintaining this trust requires the following:

* Information residing in or on {Company} systems will not be disclosed to any unauthorized parties
* Information entrusted to {Company} cannot be modified without proper authorization
* Information is provided and available when our customers and users require it
* {Company} is open and transparent about the steps taken to ensure the security and privacy of all data entrusted to our care
* {Company} will provide relevant information to all affected parties in the event of control failure.

To this end, {Company} has implemented a comprehensive Information Security and Privacy Program to ensure the confidentiality, integrity, and availability of {Company} information systems. This program will also encompass all information security and privacy requirements that arise from {Company}’s legal, regulatory, and contractual obligations.

All employees, contractors, vendors, or any other third parties with access to {Company} information assets are required to comply with all facets of the {Company} Information Security and Privacy Program.

## Delegation

Authority for developing and implementing {Company}’s comprehensive Information Security and Privacy Program is delegated to the Head of Security. Responsibility for auditing the program is delegated to the CFO.

## Appendices

### Document Management

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