Subject: Security Policy

A proper and enforced security policy can prevent your team from becoming the next sad news story. We started your team off without any such policy, however, a quick check on the Internet and you will find plenty of resources, samples and templates.

Please use these resources to create a policy. The policy you create can be as organized and detailed as you like, so long as it is clear enough for users to understand. At minimum it should address three areas:

1) User Password and System Usage Guidelines

2) Data Loss Prevention

3) Network Change and Configuration Management.

Please create a draft policy that addresses each of these 3 points and provide best practices we should be following. As well as uploading your final document to the Team Portal, with a Post of the policy somewhere on a web server so employees can access it. Include the link for the online version when you submit.

User Password Policy:

At least 8 characters in length

Contain both upper and lowercase alphabetic characters (e.g. A-Z, a-z)

Have at least one numerical character (e.g. 0-9)

Have at least one special character (e.g. ~!@#$%^&\*()\_-+=)

System Usage Policy:

Company employees are expected to use Internet limited to job-related activities only and personal use is not permitted.

All Internet data that is composed, transmitted and/or received by the company's computer systems is considered to belong to the company and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

The equipment, services and technology used to access the Internet are the property of company and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections

The installation of software such as instant messaging technology is strictly prohibited

Data Loss Prevention:

\*not related to backing up data, but keeping proprietary data secure

All the files and documents related to the company are required to have a backup file. All the files should be backed up daily.

Network Change:

Configuration Management: