TO: Philip Carson

FROM: IT Staff

Subject: 053 – Corporate Information Security Policy

One of our highest duties is to ensure that the customers’ information is kept secure. The goal of this policy is to help us fulfill that duty and also to protect our own corporate information.

Any time customer information is sent via computers, it must be encrypted. This applies to such things as customers’ names, addresses, any mined data, and most importantly anything like credit card numbers or social security numbers. Make sure that any such information that has been physically printed out is kept in a secure location and ultimately shredded.

Any information relating to corporate interests such as passwords, proprietary information, or knowledge of direction the company is taken should be similarly encrypted and secured.

If anyone asks for such information over the phone, always confirm that they are who they say they are by asking for an in-person meeting. Always do this, no matter how urgently they ask, as many social engineers try to impersonate employees in an effort to gain sensitive information. Follow this policy even if the person on the other line claims to be the CEO or the VP.

Remember to follow the password creation policy for maximum security. Please follow this policy to help keep our company’s assets safe.

Sincerely,

The IT Staff