# ${What is the name of the Policy?} POLICY

|  |  |  |  |
| --- | --- | --- | --- |
| Version: | What is the version of this document? | Effective Date: | When does or did the policy become effective? |
| Owner and Title: | What is the name and title of the individual who owns this policy? | **Approver and Title:** | What is the name and title of the individual -typically, an executive - who approves this policy? |
| Last Review Date: | When was the last review date of this document? (If new document, enter N/A) | **Next Review Date:** | What is the next review date of this document? (Typically, a year after creation/last date) |

**Applicability**

This Policy applies to all ${What is the name of your company?} employees, directors, and officers; any other individual or organization performing work for ${What is the name of your company?}, including those employed by third parties, (collectively known as “Users”), all data and systems, including those employed by third parties, (collectively known as “Assets”); and business processes used by or supporting ${What is the name of your company?}.

**Scope**

${What is the physical scope of the policy?}

Lucas – see options in the “Choose an item” drop down hereChoose an item.

**Target Audience**

What type of users does policy apply to? Choose from the drop-down options or enter custom answer)

Lucas – see options in the “Choose an item” drop down hereChoose an item.

**Purpose**

Custom content for the specific policy

This Policy details ${What is the name of your company?}’s requirements for:

* Custom content for the specific policy

# Key Points to Remember

* Custom content for the specific policy

**Policy Compliance**

This Policy shall take effect upon publication. Defined users of ${What is the name of your company?}’s assets Select one: must, shall, will, should, may comply with the requirements outlined in this Policy.

Is there other legal content you would like to include? If none, leave blank.

**Policy Violation**

The Policy Owner Select one: must, shall, will, should, may be notified of material breaches of this Policy, whether intentional or inadvertent. Violation of these Policies Select one: must, shall, will, should, may be subject to disciplinary action, up to and including termination. ${What is the name of your company?} retains discretion as to how to respond to violation of this Policy and shall undertake disciplinary process in accordance with all applicable laws and other legal requirements.

Is there other legal content you would like to include? If none, leave blank.

**Policy Exceptions**

${What is the name of your company?} Select one: must, shall, will, should, may grant exceptions to this Policy subject to written approval from the ${What is the name of your company?} Who is the title who may approve exceptions? Exceptions granted Select one: must, shall, will, should, may not undermine the requirements set forth in this Policy.

Exception requests Select one: must, shall, will, should, may be submitted in writing to the ${What is the name of your company?} Who is the title who may approve exceptions? with justification for the requested exception. Exception requests Select one: must, shall, will, should, may include potential risks of the exception and compensating controls to address residual risk.

Granted exceptions Select one: must, shall, will, should, may be documented and retained for the life of the exception. Exceptions Select one: must, shall, will, should, may be subject to review on a How frequently are granted exceptions reviewed? basis and potentially reassessed to ensure risk is not introduced to ${What is the name of your company?}.

**Supplemental Information**

List documents and their location for relevant information If they have none, can be N/A. If more than one, can more lines be added?

Name of document Link or location

**Controls Alignment**

* **NIST CSF 2.0:** Custom content for the specific policy
* **CIS Critical Security Controls:** Custom content for the specific policy

**POLICY**

1. **Custom content for the specific policy**

**Review**

This Policy Select one: must, shall, will, should, may be reviewed periodically (at least How often should this policy be reviewed? It is typically annually) and/or after any significant changes to ${What is the name of your company?}’s business practices or processing environment(s), to ensure that the contents remain current and appropriate.

New revisions of the Policy Select one: must, shall, will, should, may be published.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Revision Type | Date: | Change Details |
| 1.0 | Original Issue | ${What date should be used for policy creation?} | No Change |
| 1.1 | Review | ${What date should be used for the next review date of the policy?} | ${What changes were made in this update? If none, state N/A.} |

**END OF POLICY**