Information Security Standard Operating Procedures

Section 5.1: Information Security Policies

This organization maintains a comprehensive set of information security policies that are regularly reviewed and updated. All employees are required to acknowledge and follow these policies. The information security policy document is reviewed annually by the management team and updated as necessary to reflect changes in business requirements, security threats, and regulatory requirements.

Section 8.1: Asset Management

All information assets are identified, classified, and inventoried. Each asset has an assigned owner responsible for its security. The organization maintains an up-to-date inventory of all important assets, including hardware, software, and data. Regular audits are conducted to ensure the accuracy of the asset inventory.

Section 9.1: Access Control

Access to information and information processing facilities is controlled based on business and security requirements. The organization implements a formal user registration and de-registration process for access to all information systems and services. Access rights are reviewed regularly, and any unnecessary access rights are revoked promptly.

Section 12.1: Operational Security

Operational procedures and responsibilities are established and maintained for all information processing facilities. The organization implements change management procedures to control changes to information processing facilities and systems. Capacity management ensures that the performance and capacity of systems are monitored and projections of future capacity requirements are made to ensure adequate performance.

Section 16.1: Incident Management

The organization has established procedures for reporting and managing information security events and incidents. All employees are required to report any observed or suspected security events or incidents. The incident management process includes procedures for assessment, decision-making, and response to information security incidents.