**Antivirus Policy**

**Introduction**

The online world has many dangers for small businesses, like viruses and attacks that can lock up our files until we pay money. This antivirus policy is made to keep our small business safe by setting up clear rules. It makes sure our important information stays safe and can always be used when we need it.

**Purpose**

This policy aims to set up clear rules to keep the organization's digital stuff safe from bad software like viruses, malware, and ransomware.

**Scope**

This policy covers everything about how we use antivirus software to keep our business safe. It includes how we set it up, look after it, and make sure everyone follows the rules for using it.

**Policy**

* The IT team will carefully select and approve antivirus software that fits what we need for security and what we can spend.
* -The IT team will make a schedule for checking our systems often to make sure they're safe, including checking everything or just a bit at a time.
* It's really important to keep our antivirus software up-to-date with new stuff to fight off bad things. We need to do this regularly.
* Employees are prohibited from installing or using unauthorized antivirus software on any company-owned or connected device.
* Everyone will learn about how to spot and stop common bad things that might hurt our computers, like trick emails and downloads that aren't safe.
* This antivirus policy will be reviewed annually or as needed to ensure its effectiveness and relevance.
* Every year, we'll look at our antivirus rules to make sure they're still good. If we need to change anything, we'll tell everyone and give more lessons if we need to.

In this policy, our antivirus policy helps keep our business safe from online dangers. We pick the right antivirus software, check our systems often, and teach everyone how to spot and avoid harmful things online. We don't allow anyone to install unauthorized antivirus software on our devices. We also review our policy each year to make sure it still works well. By doing all this, we make sure our business stays protected from viruses and other online threats, keeping our data and operations secure.

**References:**

*Antivirus Protection Policy | Fordham. (n.d.).* [*https://www.fordham.edu/information-technology/it-security--assurance/it-policies-procedures-and-guidelines/antivirus-protection-policy/*](https://www.fordham.edu/information-technology/it-security--assurance/it-policies-procedures-and-guidelines/antivirus-protection-policy/)

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