IT-SEC-012: Information Security Policy

1. Password Policy

- Minimum 12 characters

- Must include upper, lower, number, special character

- Expiry every 90 days

2. Data Classification

Level	Description	Example
Public	Can be shared externally	Marketing brochure
Internal	For employees only	SOP documents
Confidential	Restricted access	Financial reports
Highly Confidential	Limited to leadership	M&A documents

3. Access Control

- Role-based access enforced via Azure AD

- MFA mandatory for external access

4. Incident Reporting

Security incidents must be reported within 30 minutes to security@company.com.