

## TKH Security Procedures

**Procedures:** These are step-by-step instructions for how certain activities should be performed. Procedures make sure policies are put into practice and are adhered to. For the password policy example above, a corresponding procedure might include steps for how to create a strong password, how to change your password on the organization's systems, and what to do if you forget your password.

1. **Password Management Procedure:** This procedure can provide step-by-step instructions on how to create a strong password, change the password on the organization's system, and steps to recover or reset a password if forgotten.
2. **Remote Access Procedure:** A procedure outlining steps to securely connect to the organization's network from a remote location. This might include instructions for connecting via a Virtual Private Network (VPN), securing personal Wi-Fi networks, and locking devices when not in use.
3. **Payment Card Data Handling Procedure:** If you're dealing with credit card data, a procedure for securely handling and processing this data is important. This might cover steps for how to receive, process, and store card data in accordance with PCI-DSS standards.
4. **Incident Reporting and Response Procedure:** A procedure that provides clear steps to report and respond to a potential cybersecurity incident, from initial detection to containment, eradication, recovery, and post-incident review.
5. **Access Management Procedure:** A procedure detailing how access rights are assigned, reviewed, changed, and revoked. This should cover who is authorized to grant access, how access requests are validated, and how often access rights should be reviewed.

## Resources

National Institute of Standards and Technology. (2013). Guide for Applying the Risk Management Framework to Federal Information Systems. NIST Special Publication 800-37. Retrieved from <https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-37r2.pdf>

Payment Card Industry (PCI) Security Standards Council. (2020). PCI DSS Quick Reference Guide. Retrieved from [https://www.pcisecuritystandards.org/documents/PCIDSS\\_QRGv3\\_2\\_1.pdf](https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3_2_1.pdf)

SANS Institute. (2021). Security Policy Template. Retrieved from <https://www.sans.org/security-resources/policies/general/doc/remote-access-policy>