

Incident Response Policy

Purpose

To ensure effective and timely response to information security incidents.

Scope

Covers all incidents affecting systems, applications, or data.

Policy Statements

- Incidents must be reported immediately.
- Incidents shall be logged, investigated, and resolved.
- Lessons learned shall be documented.

Responsibilities

- IT Security: Lead incident handling.
- Employees: Report suspected incidents.
- Management: Review critical incidents.

Compliance

Failure to report incidents may result in disciplinary action.