

# **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.