Blank Cybersecurity Policy Template for Corporate IT

1. Purpose

[Describe the purpose of this cybersecurity policy, such as protecting information assets and ensuring a secure IT environment.]

2. Scope

[Specify to whom and what this policy applies, e.g., "All employees, contractors, systems, and devices within the organization."]

3. Roles and Responsibilities

- **IT Department:** [Duties and responsibilities]
- **Employees:** [Duties and responsibilities]
- **Management:** [Duties and responsibilities]

4. Acceptable Use Policy

[Guidelines for acceptable and unacceptable use of company IT resources.]

- [Example: Prohibited use of unapproved software]
- [Example: Accessing inappropriate websites]

5. Access Control

- [Password requirements and management]
- [User access provisioning and removal process]
- [Remote access guidelines]

6. Data Protection

- [Data classification and handling]
- [Encryption policies]
- [Backup procedures]

7. Incident Response

- [Reporting security incidents]
- [Incident response team roles]
- [Remediation and documentation process]

8. Physical Security

- [Building access control policies]
- [Visitor management]
- [Device disposal procedures]

9. Training and Awareness

- [Frequency and scope of employee cybersecurity training]
- [Ongoing awareness activities]

10. Compliance

[Reference to relevant laws, standards, and internal requirements.]

11. Policy Review and Maintenance

[Policy review frequency, responsible parties, and procedures for updates.]

Approved By: _____

Date: _____