

Cybersecurity Policy Template

1. Purpose

[Describe the primary purpose and objectives of this cybersecurity policy.]

2. Scope

[Define who and what is covered by this policy: departments, users, systems, data, etc.]

3. Roles and Responsibilities

- *[List responsible roles: IT, Management, Employees, Contractors, etc.]*
- *[Specify cybersecurity officer or responsible contact, if any.]*

4. Acceptable Use

[Provide rules for appropriate use of organizational systems and data.]

5. Access Control

- *[Outline requirements for passwords, authentication, authorization, and user account management.]*

6. Data Protection

- *[Define rules around data classification, storage, encryption, and handling of confidential data.]*

7. Incident Response

- *[Describe incident detection, reporting, response, and documentation process.]*

8. Physical Security

- *[Include controls for protecting physical devices, servers, and facilities.]*

9. Training and Awareness

[State requirements for cybersecurity training for employees and contractors.]

10. Policy Review

[Describe how often the policy will be reviewed and updated, and by whom.]

11. Enforcement

[Describe consequences for policy violations and the process for enforcement.]

12. Approval

[Add fields for approval signatures, dates, and responsible parties.]