

# 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.]*