IT Security Policy Proposal Outline

1. Introduction

- Purpose of the Policy
- Scope and Applicability
- Definitions and Terminology

2. Statement of Policy

- Overall Security Objectives
- Compliance Requirements

3. Roles and Responsibilities

- Security Team
- IT Department
- End Users
- Third Parties

4. Acceptable Use Policy

- Permitted and Prohibited Uses
- Access Controls

5. Data Security

- Data Classification and Handling
- Encryption Standards
- Backup and Recovery

6. Network Security

- Firewall and Perimeter Security
- Remote Access
- Wireless Security

7. Physical Security

- Facility Access Controls
- Equipment Security

8. Incident Response

- Reporting Incidents
- Response Procedures

- Investigation and Documentation

9. Training and Awareness

- Employee Security Training
- Ongoing Awareness Programs

10. Policy Compliance

- Monitoring and Enforcement
- Disciplinary Actions

11. Review and Revision

- Policy Review Schedule
- Revision Procedures
- Approval Process