Information Security Policy

1. Purpose

This policy establishes the principles and guidelines to protect the confidentiality, integrity, and availability of organizational information.

2. Scope

This policy applies to all employees, contractors, and third-party users who access or manage company information and systems.

3. Policy

3.1 Access Control

- Access to information systems is granted based on job requirements.
- User accounts and permissions must be reviewed regularly.

3.2 Data Protection

- Confidential data must be stored securely.
- Sensitive data must not be shared with unauthorized parties.

3.3 Physical Security

- Physical access to information systems is limited to authorized personnel.

3.4 Incident Reporting

- All security incidents must be reported immediately to IT or management.

3.5 Acceptable Use

- Company resources must be used responsibly and in accordance with this policy.

4. Compliance

Violations of this policy may result in disciplinary action, up to and including termination or legal action.

5. Review

This policy will be reviewed annually and updated as needed.

Approval: _____ **Date:** _____