Cybersecurity Policy Outline Template

1. Purpose

Briefly state the objectives and scope of this policy.

2. Scope

Define to whom and what this policy applies (e.g., employees, contractors, systems).

3. Roles and Responsibilities

- Management Responsibilities
- IT/Security Team Responsibilities
- Employee Responsibilities

4. Policy Details

1. **Access Control**
   - User Account Management
   - Password Policy
   - Authentication Methods

2. **Acceptable Use**
   - Internet and Email Usage
   - Personal Device Usage (BYOD)

3. **Data Protection**
   - Data Classification
   - Data Encryption
   - Data Retention and Disposal

4. **Network Security**
   - Firewall Configuration
   - Wireless Security

5. **Incident Response**
   - Reporting Security Incidents
   - Incident Handling Procedures

6. **Physical Security**
7. **Training and Awareness**
8. **Policy Compliance**

5. Enforcement

Describe how policy violations will be addressed.

6. Review and Revision

Outline the policy review process and update frequency.

7. References

List any related documents, standards, or regulations.

8. Approval

Provide space for approval signatures or documentation.