

Information Technology Security Procedures Template

1. Purpose

[Brief introduction describing the purpose and scope of the IT security procedures.]

2. Scope

[Define the scope. Example: "These procedures apply to all employees, contractors, and systems within the company."]

3. Roles and Responsibilities

Role	Responsibilities
IT Manager	[List key responsibilities]
System Administrator	[List key responsibilities]
Users	[List key responsibilities]

4. Procedures

4.1 Access Control

- [Describe process for granting, modifying, and revoking access.]
- [Password management guidelines]

4.2 Incident Response

- [Incident identification and reporting process]
- [Steps for containment, eradication, and recovery]

4.3 Data Backup

- [Frequency and methods of backup]
- [Storage and restoration procedures]

4.4 Patch Management

- [Schedule and process for applying updates]
- [Verification and documentation]

5. Training and Awareness

[Outline of user training frequency and content.]

6. Review and Revision

[Describe how procedures are periodically reviewed and updated.]

7. Approval

Name	Title	Date	Signature
[Name]	[Title]	[Date]	[Signature]