IT Security Policy Document

Document Version: [Version Number]

Approval Date: [Date]

Review Cycle: [e.g., Annually]

1. Purpose

Describe the objective and purpose of this policy document.

2. Scope

Define to whom and what systems, locations, and data this policy applies.

3. Roles and Responsibilities

Role	Responsibility
IT Manager	Overall security strategy, incident response lead
Employees	Follow security procedures, report incidents
[Other Role]	[Responsibility]

4. Policy Statements

1. **Access Control:** Define how access to systems and information is managed and protected.
2. **Data Protection:** Outline measures for safeguarding sensitive data.
3. **Network Security:** Specify requirements for secure network configuration.
4. **Incident Response:** State procedures for reporting and responding to security incidents.
5. **Acceptable Use:** Summarize rules for using company IT resources.

5. Enforcement

Explain enforcement provisions and disciplinary actions for policy violations.

6. Policy Review and Update

Describe procedures for regular policy review and amendment.

7. Definitions

- **Information System:** [Definition]
- **Confidential Data:** [Definition]

- [Other terms as needed]

8. Approval

Approved by: [Name/Title]

Date: [Date]