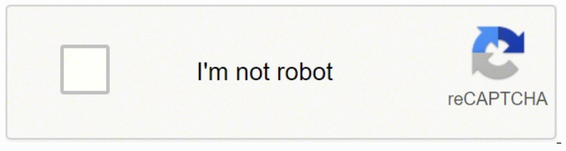

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Information system security policy template

Queensland Government

This Reference Sheet has been developed to complement the Queensland Government Information Standards. The information contained in this document may be used as additional reference material by Queensland Government agencies when managing the use of ICT facilities and devices. Agencies should consider the information provided as reference material and interpret it in the context of their own agency methodologies.

Example Template - Use of ICT Facilities & Devices Policy

1. Purpose

[*A general statement emphasising the effective use of the internet and email as business, communication and education tools*]

2. Scope

[*Outlines the users and ICT facilities and devices covered by the policy*]

3. Legal Requirements

[*Outlines the relevant legal and statutory compliance requirements*].

4. Policy Statement

[*States the agency's overall policy in the use of ICT facilities and devices and aligns with IS38, Cabinet endorsed Policy & Principles Statement and approved Code of Conduct*].

5. Security

[*This section should refer to the agency's security policies which specifically relate to the use of ICT facilities and devices and highlights specific issues, eg, information classification and control. Internet and email restrictions should also be reiterated, eg, mailbox size limits*]

6. Access to ICT Facilities and Devices

[*Clearly defines issues surrounding access to the agency's ICT facilities and devices including who has access to what*]

Information Security Policy

AMERICAN BANKERS ASSOCIATION

ABA Member Toolbox

Safeguarding Customer Information

Tool 3: Managing and Controlling Risk

Safeguarding Customer Information
Information Security Policy Sample 1
[Designed For An Institution Without Internet Banking]

Objectives

In response to Section 501(b) of the Gramm-Leach-Bliley Act, [Your Institution] has developed guidelines to establish appropriate standards relating to the administrative, technical and physical safeguards of customer records and information. These safeguards are designed to:

- ✓ Ensure the security and confidentiality of customer information,
- ✓ Protect against any anticipated threats or hazards to the security or integrity of such information, and
- ✓ Protect against unauthorized access to or use of customer information that could result in substantial harm or inconvenience to any customer.

This Customer Information Security Program will:

- ✓ Identify and assess the risks that may threaten customer information,
- ✓ Develop written policies and procedures to manage and control these risks,
- ✓ Implement and test the plan, and
- ✓ Adjust the plan to reflect changes in technology, the sensitivity of customer data and internal or external threats to information security.

Identification and Assessment of Risks

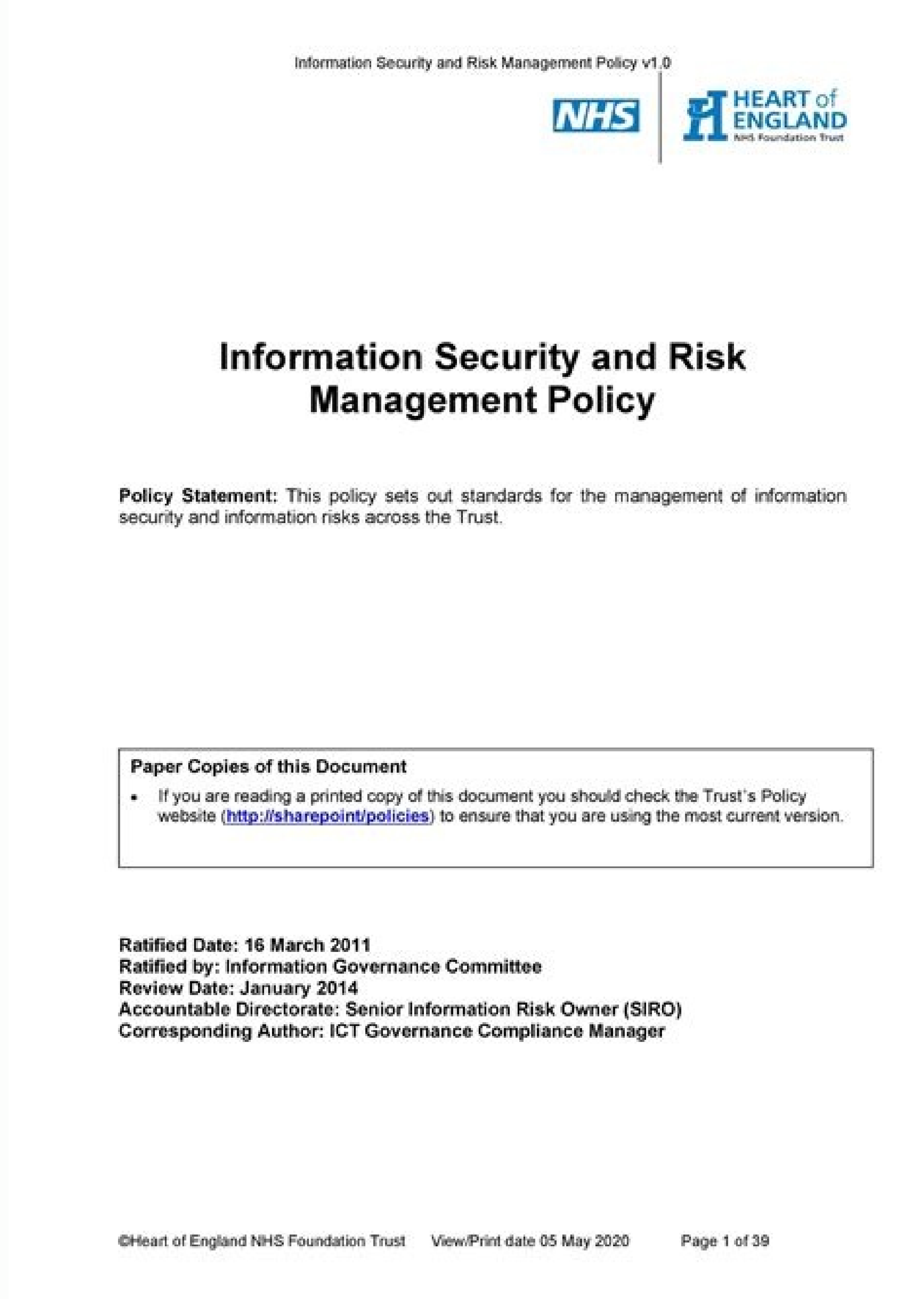
[Your institution] recognizes that it has both internal and external risks. Some of these risks have already been discussed in the Bank's Privacy Policy and the Bank's Business Plan. The risks identified in the Business Plan include credit risk, market risks interest rate risk, liquidity risk, operational risk, legal risk, and reputational risk. More risks are detailed in the Contingency Plan/Emergency Preparedness Plan of the Bank.

Data Protection Policy

	Suggested steps to follow in developing and revising/updating this policy:	
1	**Initiate and establish structures**	• **Reference the key document, *A Guide for Data Controllers*, which was issued to all primary and post-primary schools in 2003.** • Decide on who will have responsibility for putting this policy in place. • Establish a co-ordinating group, if considered necessary.

2	**Review *and* Research**	• Study relevant resource documents and legislation, including:
		  • *A Guide for Data Controllers* – Data Protection Commissioner
		  • Data Protection Act, 1988
		  • Data Protection (Amendment) Act, 2003
		  • Education Act, 1998
		  • Education (Welfare) Act, 2000
		• Review existing practice or policy in your school on data protection.
		• Identify the issues that need to be addressed.

3	**Preparation of draft policy**	• *(The template below is designed to assist the drafting process)*. Each school's own context will influence the procedures adopted.
4	**Circulation/ Consultation**	• Circulate the draft policy and consult the school community, with particular reference to teachers and other school staff (including secretarial staff), parents/guardians and the board of management/trustees. • Amend the draft policy, as necessary, in light of the consultation process.
5	**Ratification *and* Communication**	• Present the policy to the board of management for ratification. • Make provision for circulation of the policy, or a statement of the key elements of the policy, to all staff, parents and students, including new staff and new students. • Communicate the ratified policy to other members of the school community.
6	**Implementation**	• Implement the provisions of the policy. • Ensure that staff who handle, or have access to, personal data are fully familiar with the policy.
7	**Monitoring**	• Check that the policy is being implemented (e.g. by conducting periodic audits of data protection procedures) and identify any issues arising.
8	**Review, Evaluation and Revision**	• Review and evaluate the impact of the policy at a pre-determined time, taking into account feedback from the school community and other developments. • Revise as necessary, in light of the review and evaluation process.



Information Security and Risk Management Policy v1.0

NHS | HEART of ENGLAND NHS Foundation Trust

Information Security and Risk Management Policy

Policy Statement: This policy sets out standards for the management of information security and information risks across the Trust.

Paper Copies of this Document

- If you are reading a printed copy of this document you should check the Trust's Policy website (http://sharepoint/policies) to ensure that you are using the most current version.

Ratified Date: 16 March 2011
Ratified by: Information Governance Committee
Review Date: January 2014
Accountable Directorate: Senior Information Risk Owner (SIRO)
Corresponding Author: ICT Governance Compliance Manager

©Heart of England NHS Foundation Trust View/Print date 05 May 2020 Page 1 of 39

Information security management system policy template.

1.Ã ÂPURPOSE Information assets and IT systems are critical and important assets of CompanyName. ¢ÃÂÂ The words ¢ÃÂÂCompanyName Group¢ÃÂÂ will be replaced by the word ¢ÃÂÂorganisation¢ÃÂÂ for statements displayed on devices or equipments that are accessible to the public. Disciplinary action, including dismissal, may be taken against any CompanyName employee and/or third party vendor who fail to comply with the Information Systems Security Policy, or circumvent/violate any Security Systems and/or protection mechanisms. DownloadÃ Âthis free Information Systems Security Policy templateÃ Âand use it for your organization. It set a clear direction and demonstrates support and commitment to information security through the issuance and maintenance of an information security policy across the organization. POLICY CompanyName computer systems must only be used for conducting the Company¢ÃÂÂs business or for purpose authorised by CompanyName managementStoring of any non-business related files and inappropriate materials such as mp3, audio-video, screen saver, etc, is prohibitedStaff should not try to access systems for which they do not have authorisation or which they do not need in order to perform their job. link to Top 25 Web Design Interview Questions and Answers in 2022 link to Top 25 UI Developer Interview Questions and Answers in 2022 User Access Matrix shall be reviewed at least once every six months or whenever there are changes. CompanyName¢ÃÂÂs staff must ensure that CompanyName¢ÃÂÂs contractors and others parties authorized by the Company using its internal computer systems, comply with this policy. 3.Ã ÂOBJECTIVE The main objective of this policy is to outline the Information Security¢ÃÂÂs requirements to all staff, vendors, consultants, contractors, and contract staff. Staff having knowledge of personal misuse or malpractice of IT Systems must report immediately to management and IT Security. Click here to download System Security Policy Model. Company Negara (BNM) must be notified prior to commencement of work by any consultant, supplier, etc., using the standard notification processConfidential information must be protected against theft and unauthorized access during production, transmission, storage and disposal, for example, prints shared before the start of work. discard, Encrypt messages if left by e-mail systems, etcThere must be procedures to establish the following controls for sensitive information: ÃáÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁ˜No data can be downloaded unless authorized by the management of the CompanyName.All data downloaded must be stored in encrypted form in any media All downloaded data should not be removed from the CompanyAfter successfully logging into a system, orSoon before the login prompt into a system, orOn the same screen that provides logging into a systemThe statement will read as follows: ðŸ˜‰˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜˜ Â Ãâââ€TM Ãââ€TM Ãââ€TM Ãââ€TM Ãââ€TMâ€TMThe use of this system is restricted to individuals and activities authorized by the management of the CompanyName Group. It ensures reliable and protected information assets and IT systems to carry out their business, fulfilling the security requirements of its customers. Computer Resource Protection Team must protect computer resources Company against unauthorized access Desktops/workstations/terminals must not stay connected or unattendedWorkstation Team must back up all important data from your desktops regularly to protect them from loss, corruption or destruction. 2.Ã¸Â ESCOPO All employees, contract employees and third-party suppliers must comply with this policy They use the company's internal computer systems (including personal computers, other this µs work, infrastructure, applications, devices, and µ) and information µ ³ (including reporting). Procedures on reassigning IDs, magnµ µs, smart cards, etc., must be followed by all means of access (IDs, passwords, magnLetter/smart card) to the information µif kept on computer systems must be immediately removed from all employees who offered their license or whose services have been terminated, access must be documented in the user access matrix. This document provides management guidance and support for information security. 4. All access must be allocated based on the access matrix Ã endorsed user access matrix Data or information µ not to be used µ µ µy , or lists of Company employees and customers and customers shall not be provided to parties outside the company's system controls that are in use in the company or in the way they are implemented shall not be disclosed to parties outside The Company's confidential information shall be transmitted over the Internet, shall be encrypted using authorized encryption Software containing confidential information shall be destroyed or permanently deleted (irretrievable) before µ µ µ µ µ confidential information is printed must be properly stored about information edadissecen edadissecen amu me saossep s Ã odad res edop ³Ãs ele a osseca o euq ©Ã)cte BSU hsalf edadinu ,odigÃr ocsid ,seµÃsserpmi ,)sDVD uo sDC(socsiD samargorp uo erawtfos reuqlauq ravitased/riulcxe/revomer arap o£Ãssimrep met o£Ãn ªÃcoVasrev-eciv e aserpmE alep odazirotua euq sonem aÂ ÂaserpmE ad snif so arap odasu res edop o£Ãn odaicnecil erawtfos ortuo uo laossep erawtfos Oa§Ãnecil ad seµÃ§Ãidnoc e somret son oditimrep etnematicilpxe emrofnoc otecxe ,odaicnecil erawtfos euqilpud uo eipoc acnuN .rodatupmoc ues me ralatsni euq a§Ãnecil ed serawtfos so sodot arap aserpmEemoN alep aditbo adil¡Ãv a§Ãnecil amu ret eved ªÃcoV .odibiorp etnematirtse ©Ã).cte ,ralocse uo avitatirac ,asoigiler ,acitÃlop o£Ã§Ãazinagro ,ailÃmaf ad orbmem ,laossep etneilc ,ajes uo(soriecret ed emon me uo laossep osu arap aserpmEemoN ad sosrucer e seµÃ§Ãamrofni ed sametsis ed osu Ool-¡Ãicnedivorp ¡Ãreved laossep ed otnematraped od efehc o ,oir¡Ãssecen rof sianoicida sovitacilpa uo seµÃ§Ãnuf a osseca o eS .secidnªÃpa sues e a§Ãnaruges ed acitÃlop atse rirpmuc a sadagirbo o£Ãs sepiuqe sa sadoT OÃÃACILPA .5 sair¡Ãssecen siam merof o£Ãn es sadivomer res meved aserpme ad eder a e rodatupmoc ed sametsis so moc aserpme Ã etnecnetrep o£Ãn uo laossep rodatupmoc ed otnemapiuqe reuqlauq ed seµÃxenoc sAIT ed a§ÃnarugeS ed otnematrapeD od e seroirepus sues ed aiv©Ãrp o£Ã§Ãavorpa a mes aserpme ad ametsis reuqlauq a ralucniv e ratcenoc es arap aserpme Ã etnecnetrep o£Ãn uo laossep rodatupmoc ed otnemapiuqe ues rasu edop o£Ãn epiuqe Alacol on ratse eved odauqeda otnemaicnereg mu ed aicn¢Ãtropmi a ,ovitom etse roP .o£Ã§Ãetorp ed omsinacem uo/e a§Ãnaruges ed ametsis reuqlauq eloiv/aduli uo ,aserpmE Â Â a§Ãnaruges ed sacitÃlop sa moc arpmuc o£Ãn euq aserpmEemoN ad epiuqe reuqlauq artnoc sadamot res medop ,o£Ãsicser odniulcni ,seranilpicsid seµÃ§ÃA .o£Ãrdap o£Ã§Ãagluvid o£Ãn ed otartnoc o ranissa meved ,emaNynapmoC a moc ohlabart ues etnarud seµÃ§Ãamrofni siat a sotsopxe ,.cte ,serodecenrof ,serotlusnoc ,otnatroP .aserpmE ad majes o£Ãn euq soir¡Ãnoicnuf a aserpmE ad etneilC od seµÃ§ÃamrofnI sa ropxe otiled mu ©Ã ,AIFAB a odnugeSotnemicehnoc ed esaB Installed by the businesswoman on your computer or workstation should not use any software (freeware, shareware, commercial software) for activities that DNA Esu sti Rofa Rof Elbisnopser Dleh eb ©.esle Enoyna HtesLaMoc fo Noitcetorp eht, noitcetorp NWO RUOO Rof â Ã,.secivres Retupmoc DNA NTACRABC OT SEEKROV ™ Ã,ytirnoc Â € ¢ ¢ Ynapmoc eht Sesu DNA Et Tuiy NehTa EtniTa Etht NOISIVID SMetys NOITAMROFII SÂ â € ¢ Emannoc Gua Ntf Knidulcni (StnenopMOC Retupmoc YNA ETUTITSBUS RO, Ecalper, Evomer, DDA Ton Supplies Uoyamrefri Eht DNA SnaynapCOn EHT EMTUDP PREH OT ELBISNOPSER EEYOLPME YBRETME RNItupS Lanimreti ot measby Retupmoc YNA FOE Retupmoc fo SEIPOC DECNECILNU RO Lagelli llati ot uoytiruces ti sÂ € â € ton Desiroh Art Aidem La Gninnacs YB SetsTABPMOro S Snetorp La ™ ¢ You should never use another person's id, password, magnÃoticle/smart card, or token unless authorized by the company. Back-ups must also be stored on a peer and secure (CDs or DVDs), USB flash drives, external hard disks and other removable media containing sensitive data should not be left around and should be kept under lock and key when not in use of equipment belonging to the Company should not be taken out of the company without proper authorization The implementation of IT solutions µ be made or coordinated by the Department of Information Technology 4,8 The Internet of the Internet of the authorized The company team should be for the realization of the company's ³ or for authorized purposes OnlyCompanyName personal should not use the facilitieses of the company to deliberately propagate any virus, worm, Trµ ³ µ Jia, etc.com Employees should seek legal assistance and management approval before embedding anything downloaded from the Internet (or any external online service) into a product or material company that they intend to distribute internally or externally you cannot create web or home pages containing information company without prior approval via ManagementWeb page content must conform to company-specific directives, and the page layout must follow the guidelines that you do not have permission to speakOr write on behalf of the company in any group of nonActs, Ã¢ â ¬ ÅChat GroupÃ¢ â ³¬ or any other Web Or respond to queries / requests µes, unless already authorized by the Company to perform this function of network scanning, using any hardware equipment or software is strictly prohibited from 4.9 using equipment not belonging to company, the whole equipment used to access the company's information systems be properly supervised and controlled so as not to jeopardize the and privacy of information residing in the system. When the role of the service provider is outsourced for a supplier, the outsourced supplier must ensure compliance with this polic. Non-authorized use can result in appropriate disciplinary action and / or legal process. Roll down to the bottom of the page for the download link. The appropriate steps must be taken to ensure that all IT information and systems are properly protected from a variety of threats. threatens.

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