

Chapter 19 Draft Policies

Chapter Objectives

- This chapter will provide samples for use in formulating an organization's security-related policies. This is not intended as a full inventory of policies nor should any policy be adopted verbatim, as it is not the author's intent that you do so nor is the author able to attest that the draft policies would have any legal weight as he is not a lawyer.

19.1 Draft Policies

Page (2000) describes the seven sections of a policy document:

1. **“Purpose.** Explains objectives for writing a policy or procedure. Two or three sentences are adequate for this introductory paragraph. Do not include acronyms or technical terms that have yet to be defined in this heading.
2. **“Revision History.** Provides history of document changes whether they are minor typographical errors, major improvements, or re-engineering projects.
3. **“Persons Affected.** Provides a list of those persons or groups that might be impacted by the policy or procedure (i.e., target audiences or users). When all employees are affected, simply write, “All Employees.” External groups like customers or suppliers should also be listed.
4. **“Policy.** Provides general organizational attitude of the organization; it reflects the basic objectives, goals, or vision. This is a good place to show the tie to business strategic goals. (*The inclusion of this statement within a procedure makes the proce-*

ture easier to understand without having to refer to another source for policy information.) [Emphasis in original.]

5. **“Definitions.** Provides explanations of abbreviations, acronyms, forms, words infrequently used, words not consistently understood, and technical terms. This is an important heading and should contain an explanation of the title, keywords, forms, references, and any exhibits. (*References can be placed in an exhibit and defined in this section.*) [Emphasis in original.]
6. **“Responsibilities.** Provides a short summary of the responsibilities of the individuals involved with a procedure. The specific title is generally used (e.g., Benefits Manager, CEO, or Buyer, the generic term, ‘Employee,’ can be used when necessary.) This section should be written in the same sequence of events that occurs under the ‘Procedures’ section.
7. **“Procedures.** Defines and outlines the rules, regulations, methods timing, place and personnel responsible for accomplishing the policy as stated in Section 4. This section should follow the process flow as described in the flow chart. The process is described from start to finish, including all the inputs, outputs, and value-added activities.”

In this chapter, the purpose, persons affected, policy, responsibilities and procedures will be completed.

19.1.1 The Policy Policy

The first place to start, of course, is with a policy directing how policies are to be formed, reviewed and updated.

Purpose: Organizational policies must be identified and developed as required. Once established, policies must be reviewed and updated regularly.

Persons Affected: All employees.

Policy: The organization shall identify all areas in which policies are required and will assign the appropriate employees the task of composing and submitting them for review. A committee of senior executives will review all draft policies and will either approve their adoption or forward