Security policy template for small business

Corporate policies are implemented to create order and standardization in the workplace. Policies help employees understand what is expected of their employers and what the organization's rules are. Major business policies cover employee standards, guidelines and expectations, benefits, work leave protocols and conflict of interest and ethics policies. There are also whistle-blower policies, dress codes and policies for causing accidents and injuries. Business policies protect companies from risk. For example, equal employment opportunity protection against discrimination and protection against sexual harassment policies ensures the fairness and safety of employees, while maintaining the company in accordance with federal employment law, thus being regulated by the Employment Opportunity Equality Commission. Corporate policies are beneficial to the company and its employees, but they also have an impact on stakeholders and investors. Parties that have a direct interest in a company may want to know what the company's values are and what types of ethical codes are in place. This information may be collected from the business policies of the company. Businesses that do not have ethical codes may seem risky to external investors; whereas companies with comprehensive policies seem safer. Our company's cybersecurity policy and guidelines for maintaining the security of our data and technology infrastructure. The more we rely on technology to collect, store and manage information, the more vulnerable we become to serious security breaches. Human errors, hacker attacks and system failures could cause great financial damage and jeopardize the reputation of our company. For this reason, we have implemented a number of security measures. We have also prepared instructions that can help mitigate security risks. I have outlined both provisions in this policy. Scope This policy applies to all employees, contractors, volunteers and all those who have permanent or temporary access to our systems and hardware. Policy Items Confidential data Confidential data is secret and valuable. Common examples are: Unpublished Financial Information Data of Clients/Partners/Suppliers Patents, Formulas or New Technologies Customer Lists (existing and prospective) All employees are required to protect this data. In this policy, we will give our employees instructions on avoiding security breaches. Protect your personal and company devices Then employees use their digital devices to access company emails or accounts, they pose security risks to our data. We advise our employees to keep both their personal computer and the company-issued computer, tablet and mobile phone. They can do this if: Keep all devices password protected. Choose and upgrade complete antivirus software. Make sure they don't leave their devices exposed or Install browser and system security updates monthly, or as soon as updates are available. Connect to your company's accounts and systems only through secure and private networks. We also recommend that our employees avoid accessing internal systems and accounts on other people's devices or lend their own devices to others. When new employees receive company-issued equipment, they will receive instructions for: [Setting up the password management tool] [Installing antivirus/anti-malware software] They should follow the instructions to protect their devices and refer to [Security Specialists/Network Engineers] if they have any questions. Keep emails secure Emails often host scams and malicious software (for example, worms.) To avoid virus infection or data theft, we instruct employees to: Avoid opening attachments and click links when content is not adequately explained (for example, watch this video, it's amazing.) Be suspicious of clickbait titles (for example, offering prizes, tips.) Check the email and names of the people they received a message from to make sure they're legitimate. Look for inconsistencies or givens (for example, grammatical errors, uppercase, excessive number of exclamation marks.) If an employee is not sure that an email they received is safe, they can refer to [IT Specialist]. Proper password management Password leaks are dangerous because they can compromise our entire infrastructure. Not only should passwords be secure, so they won't be easy to hacked, but they should also remain secret. For this reason, we recommend that our employees: Choose passwords with at least eight characters (including uppercase and lowercase letters, numbers, and symbols) and avoid easily guessing information (e.g. birthdays).) Remember passwords instead of writing them. If employees have to write their passwords, they are obliged to keep the paper or digital document confidential and destroy it when they complete their work. Exchange credentials only when absolutely necessary. When exchanging them in person is not possible, employees should prefer the phone instead of email, and only if they personally recognize the person they are talking to. Change their passwords every two months. Memorizing a large number of passwords can be daunting. We will purchase the services of a password management tool that generates and stores passwords. Employees are required to create a secure password for the tool itself, following the above advice. Data transfer in Data transfer introduces security risk. Employees should: Avoid transferring sensitive data (e.g. customer information, employee records) to other devices or accounts, unless absolutely necessary. Where a mass transfer of such data is required, we ask employees to seek the help of [security specialists]. Share confidential data over your company's network/system and not public or private Wi-Fi Make sure that the recipients of the data are duly authorized individuals or organizations and have appropriate security policies. Report scams, privacy breaches, and hacking attempts to know about scams, violations, and malware so they can better protect our infrastructure. For this reason, we recommend that our employees report perceived attacks, suspicious emails or phishing attempts to our specialists as soon as possible. [IT Specialists/Network Engineers] must promptly investigate, resolve the issue and send a company-wide alert when necessary. Our security professionals are responsible for advising employees on how to detect phishing emails. We encourage our employees to reach out to them with any questions or concerns. Additional Measures To reduce the risk of security breaches, we also instruct our employees to: Turn off screens and lock their devices when they leave offices. Report stolen or damaged equipment as soon as possible [HR/IT Department]. Change all account passwords at once when a device is stolen. Report a perceived threat or possible security weakness in your company's systems. Refrain from downloading suspicious, unauthorized or illegal software on to their company's equipment. Avoid accessing suspicious websites. We also expect our employees to comply with our policy of using social networks and the Internet. Our [Security Specialists/Network Administrators] should: Install firewalls, anti malware software and access authentication systems. Arrange security training for all employees. Inform employees regularly about new phishing emails or viruses and how to combat them. Carefully investigate security breaches. Follow these policy provisions as well as other employees. Our company will have all physical and digital shields to protect the information. Remote Employees Remote employees must also follow the instructions of this policy. Because they will access our company's accounts and systems remotely, they are required to comply with all data encryption standards, standards and protection settings and to ensure that their private network is secure. We encourage them to seek advice from [Security Specialists/IT Administrators.] Disciplinary action We expect all our employees to always comply with this policy, and those who cause security breaches face disciplinary action: Violation for the first time, unintentionally, on a small scale: We can issue a verbal warning and instruct the employee on security. Intentional, repeated or large-scale violations (causing serious or other financial damage): We will invoke more severe disciplinary action up to and including termination. We'll examine every incident on a case-by-case basis. In addition, employees who are observed to ignore our security instructions will face progressive discipline, even if their behavior did not result in a security breach. Take security seriously from our customers and partners to our employees and contractors, they should feel that their data is secure. The only way to gain their trust is to proactively protect our systems and databases. We can all contribute to this by being vigilant and keeping cybersecurity at a Disclaimer place: This policy template is meant to provide general guidance and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor the workable will assume any legal liability that may arise as a result of the use of this policy. Further reading You probably won't find many small businesses that have a security chief, but that doesn't mean you shouldn't have a plan to prevent the loss of property or even life in the event of a robbery or other event. The most important asset is the life and safety of all staff, the experts agreed, but there are other things that need to be protected, including the physical assets and infrastructure of the enterprise itself, as well as stocks and finished products. This usually requires a business alarm system. Any security strategy must include protection for both critical infrastructure, such as telecommunications and technology, and intellectual property, including research and development documents. A small company faces both internal and external security risks, said Niall Kelly, the CEO of Netwatch USA, a remote visual monitoring company. Most importantly, however, it is essential that companies provide a safe and risk-free working environment for their employees. The best way to address security risks is to conduct a comprehensive analysis of the company's risks to identify key areas of interest and determine the procedures needed to secure all the company's assets, experts said. In terms of exposure, the biggest risks are negligence in providing adequate protection to a company's people, said Mike Gauer, vice president of business development for Datawatch Systems, a provider of managed security solutions for commercial office buildings. 'Adequat' is the operative word. What is appropriate in Toledo, Ohio, may be extremely inappropriate in New York City. Consequently, the aim is to strike the right balance in relation to risks in a particular demographic. should a small business owner go about developing a security plan? A security plan is essential because it ensures that the resulting security system protects the right vulnerabilities, said Gottlieb, communications marketing director for Honeywell Security Group, a security equipment provider. In general, a small business should first carry out an audit to determine these vulnerabilities. Once these vulnerabilities are identified, the correct type of security system can be designed and installed. Gottlieb said that the questions to ask include: Is the neighborhood immediately free of crime generators, including late in the night social or retail establishments, etc?? Are visitorentry points clearly identified? Is the property designed so that visitors are required to check-in at an administrative office or office before they can access other parts of the building? Aren't exterior doors used as designated blocked entry points to prevent outside entry? Are all exterior windows easy to lock? The security plan must outline how sensitive company data will be protected. Threat No. 1 is not the bad guy or teenager hacking into the computer system, it is the physical loss of machines where all data is stored, said Matt Pahnke, senior product marketing manager for the commercial business unit of NETGEAR, a network and data storage provider. He said there should be a clear plan for backing up data outside the site, whether it's on a redundant drive or in the cloud. Security plans should be flexible enough to cover both internal and external thefts, experts said. Do you have an employee code and/or manual that specifies how thefts will be handled?, said Annie Searle, director, Annie Searle &amp; Associates, a risk consulting firm. Do you spend your time explaining to employees what belongs to the company – for example, intellectual property – and what is available for the benefit of the employee? Gauer added that many businesses of all sizes often neglect to emphasize the precautions to be taken by employees walking to their car if they leave work late at night. Another area that does not get a lot of attention is the removal of computers and other devices. Once these devices have surpassed their usefulness, they are often thought of as a fair game for employees, said Kyle Marks, founder of Retire-IT, a company that manages the retirement, recycling and remarketing of unwanted computer equipment. He suggested a reverse purchase process. You wouldn't accept a shipment of 99 computers when you were supposed to get 100, he said. You should have the same accounting for your computers as they exit the door, and make sure they are deleted by all sensitive information. Experts said business owners must use the technology to streamline security checkpoints, especially when it comes to stock management. Any security plan must include information on how they are managed and Your inventory, which can be very helped with the use of technology, but sometimes small business owners might want to take shortcuts or rely exclusively on paper records, said Elijah Shaw, CEO of Icon Services Corp There are so many things that could be in any inventory that might have black market value. Small business owners can't just develop the plan and store it away, security experts said. Preparing for something like a robbery is essential because you to practice your reaction, Shaw said. It's like a horror movie. Once you've seen it three or four times, it's not as scary. Scary.

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