

[Organization logo]

[Organization name]

| | |
|-----------------------|--|
| Code | |
| Version | |
| Created by | |
| Approved by: | |
| Confidentiality level | |

Table of contents

1. Information security policy statement
2. Objective
3. Policy
7. Validity and review management

Information Security Policy Statement

The following is a sample information security policy statement.

Objective

The objective of information security is to ensure the business continuity of [Organization name] and to minimize the risk of damage by preventing security incidents and reducing their potential impact.

Policy

- The policy's goal is to protect the organization's informational assets¹ against all internal, external, deliberate or accidental threats.
- The CEO / MD has approved the information security policy
- The security policy ensures that
 - Information will be protected against any unauthorized access;
 - Confidentiality of information will be assured;
 - Integrity of information will be maintained;
 - Availability of information for business processes will be maintained
 - Legislative and regulatory requirements will met

- Business continuity plans will be developed, maintained and tested²;
- Information security training will be available for all employees;
- All actual or suspected information security breaches will be reported to the Information Security Manager and will be thoroughly investigated.
- The Procedures exist to support the policy, including virus control measures, passwords and continuity plans.
- Business requirements for availability of information and systems will be met
- The Information Security Manager is responsible for maintaining the policy and providing support and advice during its implementation
- All managers are directly responsible for implementing the policy and ensuring staff compliance in their respective departments
- Compliance with the Information Security Policy is mandatory.

Validity and Review

- This policy is valid until 31/12/2021
- This policy will be reviewed yearly by the Information Security Manager

Signature

Date

Title