

Document: Policy	Document No.: IT-001	Revision: 1.00	Effective: [Signed Date]
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Company Name

Information Technology Authority Policy

ADMINISTRATIVE USE

The IT Authority Policy identifies the executive responsible for implementing the suite of IT policies and procedures. This is the party responsible and accountable for IT policy implementation. This document serves as authorization from the chief executive or board of directors, delegating authority for managing the IT problem, and becomes the basis from which all other IT Policies are drafted. This is a reasonable Authority Policy that can be modified to suit your needs; it is intended for use with a small to mid-range business.

REFERRING DOCUMENTS AND MATERIAL

None.

PURPOSE

Information Technology (IT) resources are defined as:

- Capital assets (examples: monitors, desktop computers, servers, networking equipment, desk-set phones, mobile phones, tablets, wiring)
- Software (examples: commercially licensed packages or proprietary configurations, third party and subscription based software products)
- Intellectual capital (examples: user files, proprietary database information, operations data, manufacturing and production control data, electronic correspondence, voice mail)

This Policy establishes the authority of **[title of executive authority]** to develop, implement, assess, and maintain IT Policies, Procedures, and Work Instructions for **[company name]**.

SCOPE

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This Policy applies to the entirety of the Company.

CONSEQUENCES

None.

OBJECTIVE

The broad goals of this Policy are:

- Establish the recognized and duly-authorized party for managing IT assets within the Company
- Delegate full authority, responsibility, and accountability for directing IT Policy

RESPONSIBILITY AND AUTHORITY

It is the responsibility of the **[title of executive authority]** to execute and monitor the effectiveness of this policy, and to administer corrective action when it is deemed necessary or warranted.

POLICY

- A. **[title of executive authority]** is accountable for, responsible for, and authorized to establish IT Policies, Procedures, and Work Instructions.
- B. **[title of executive authority]** is responsible for communicating IT Policies to Company employees.
- C. **[title of executive authority]** is responsible for communicating IT Policies to Company new-hires.
- D. **[title of executive authority]** is responsible for communicating IT Policies to Company contractors and part-time employees.
- E. All employees and contractors are expected to abide by all IT Policies.

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- F. Approved Policies remain in effect and are replaced only at the issuance of a new or revised Policy.
- G. The **[title of executive authority]** is authorized to set emergency, temporary policies that may take effect immediately.
- H. All employees will have electronic and/or paper access to all IT Policies.
- I. IT Policies will be at least annually reviewed for Company compliance. Reports on assessment activity will be presented to the CEO and/or Board of Directors.

SIGNATURE BLOCK

Authorized by	Date

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DOCUMENT HISTORY

Date	Doc Revision	Description of Change/Update

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