Notes for Use

- Carefully revise this template to tailor it to your organization.
- Identify an Owner for this document and ensure that it is reviewed, updated, and approved in line with your defined review cadence. This is typically annually, but for some documents, this could be ‘as business needs change’, or ‘per policy review schedule’.
- This 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.
- Add a data classification to the Header or Footer of this document

A Stand Alone Document?	Typical Viewing Audience	Employee Signature required?	Typical review cadence
Yes	Internally post for all to view	No	Annually

Malware Protection Policy

Scope

This policy governs the use of various malware (malicious software) protection techniques, technologies, and methods for [Company Name]. All personnel of [Company Name] must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce.

Officers, agents, employees, contractors, temporary workers, and volunteers must read, understand, and comply with this policy.

Assumptions

- ❑ [Company Name] hereby recognizes its status as a [Business Associate or Covered Entity] under the definitions contained in the HIPAA regulations.
- ❑ [Company Name] must comply with HIPAA and the HIPAA implementing regulations pertaining to protection from so-called malware, in accordance with the requirements at § 164.308(a)(5).
- ❑ The use of appropriate techniques, technologies, and methods to protect information systems from malicious software (“malware”) is a proven approach to reducing the likelihood of data breaches, system malfunctions, and HIPAA violations.

Policy

- ❑ It is the Policy of [Company Name] to develop and apply a rigorous program of techniques, technologies, and methods to guard against, detect, and report the presence of malicious software.
- ❑ Responsibility for malware protection shall reside with the designated HIPAA Official or HIPAA Officer, who shall ensure through the CIO that the most powerful and appropriate techniques, technologies, and methods are continuously used to protect our information systems and the individually identifiable health information they contain, from malicious software.
- ❑ It is the Policy of [Company Name] to fully document all malware protection-related activities and efforts, in accordance with our Documentation Updating Policy.

Compliance and Enforcement

All managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination in accordance with [Company Name]'s Sanction Policy.

Revision History

Version No.	Date	Update	Author	Approver