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| [Company name] |
| Information Security Policy |
| [Document subtitle] |

[This policy should be used as a guide to outline how personal information collected by Company X will be secured and protected.]

## 1. Purpose

The Information Security Policy has been created to protect all the information collected by Company X by ensuring that the information is only available to and used by authorised individuals. The policy states the actions and behaviors that need to be taken ensure that there is no inappropriate and unauthorised use of information by Company X.

## 2. What information does the policy apply to?

This policy applies to all data that *Company X* collects from different people who have a business relationship with Company X.

*<List all collected personal information, for example, first name, surname, age, etc.>*

## 3. What responsibilities does Company X have?

Company X employees and management have the following responsibilities:

*<List the responsibilities that Company X employees have regarding the secure use of all collected personal data>*

*Examples:*

* *Ensure that there are processes and plans in place for securing all collected information*
* *Ensure that all security measures to protect and secure collected information are well-financed, and all needed resources are in place*
* *Ensure that there are identified individuals are given the authority to make sure that all collected information is well-secured*
* *Ensure that management monitors and reviews how all collected and used personal information are secured to address any possible risks that could impact on maintain confidentiality, integrity and availability of the information*
* *Ensure that the information is secured in a manner that aligns to the requirements of the Protection of Personal Information Act*
* *Review and address any identified information security incidents and follow-up actions*
* *Provide regular training to all staff on how to maintain information security as well as identify and report any potential threats*

# 4. Document Change Control

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| Version | Change Description | Date | Author |
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