**Report on Effective IT Security Policies**

Table of Contents

[Company Purpose and Function 4](#_Toc378000754)

[Company Location 4](#_Toc378000755)

[Types of Data used within the Company 4](#_Toc378000756)

[Policy Purpose 4](#_Toc378000757)

[Description 4](#_Toc378000758)

[Example 4](#_Toc378000759)

[Recommendations for Improvement 5](#_Toc378000760)

[How these recommendations would improve the policies and guidelines 5](#_Toc378000761)

[How this is linked to an Individual’s Contract of Employment 5](#_Toc378000762)

[Policy Audience 5](#_Toc378000763)

[Description 5](#_Toc378000764)

[Example 5](#_Toc378000765)

[Recommendations for Improvement 5](#_Toc378000766)

[How these recommendations would improve the policies and guidelines 5](#_Toc378000767)

[How this is linked to an Individual’s Contract of Employment 5](#_Toc378000768)

[Procedures and Guidelines for User Names and Passwords 5](#_Toc378000769)

[Description 5](#_Toc378000770)

[Example 5](#_Toc378000771)

[Recommendations for Improvement 5](#_Toc378000772)

[How these recommendations would improve the policies and guidelines 5](#_Toc378000773)

[How this is linked to an Individual’s Contract of Employment 5](#_Toc378000774)

[Procedures and Guidelines for Email Usage 6](#_Toc378000775)

[Description 6](#_Toc378000776)

[Example 6](#_Toc378000777)

[Recommendations for Improvement 6](#_Toc378000778)

[How these recommendations would improve the policies and guidelines 6](#_Toc378000779)

[How this is linked to an Individual’s Contract of Employment 6](#_Toc378000780)

[Procedures and Guidelines for Cyber bullying 6](#_Toc378000781)

[Description 6](#_Toc378000782)

[Example 6](#_Toc378000783)

[Recommendations for Improvement 6](#_Toc378000784)

[How these recommendations would improve the policies and guidelines 6](#_Toc378000785)

[How this is linked to an Individual’s Contract of Employment 6](#_Toc378000786)

[Procedures and Guidelines for Access Privileges 6](#_Toc378000787)

[Description 6](#_Toc378000788)

[Example 6](#_Toc378000789)

[Recommendations for Improvement 6](#_Toc378000790)

[How these recommendations would improve the policies and guidelines 7](#_Toc378000791)

[How this is linked to an Individual’s Contract of Employment 7](#_Toc378000792)

[Procedures and Guidelines for Backup and Disaster Recovery 7](#_Toc378000793)

[Description 7](#_Toc378000794)

[Example 7](#_Toc378000795)

[Recommendations for Improvement 7](#_Toc378000796)

[How these recommendations would improve the policies and guidelines 7](#_Toc378000797)

[How this is linked to an Individual’s Contract of Employment 7](#_Toc378000798)

[Procedures and Guidelines for Network Security 7](#_Toc378000799)

[Description 7](#_Toc378000800)

[Example 7](#_Toc378000801)

[Recommendations for Improvement 7](#_Toc378000802)

[How these recommendations would improve the policies and guidelines 7](#_Toc378000803)

[How this is linked to an Individual’s Contract of Employment 7](#_Toc378000804)

[Procedures and Guidelines for Physical Control 7](#_Toc378000805)

[Description 7](#_Toc378000806)

[Example 8](#_Toc378000807)

[Recommendations for Improvement 8](#_Toc378000808)

[How these recommendations would improve the policies and guidelines 8](#_Toc378000809)

[How this is linked to an Individual’s Contract of Employment 8](#_Toc378000810)

[Description 8](#_Toc378000811)

[Example 8](#_Toc378000812)

[Recommendations for Improvement 8](#_Toc378000813)

[How these recommendations would improve the policies and guidelines 8](#_Toc378000814)

[How this is linked to an Individual’s Contract of Employment 8](#_Toc378000815)

[Procedures and Guidelines for Network Security Policy 8](#_Toc378000816)

[Description 8](#_Toc378000817)

[Example 8](#_Toc378000818)

[Recommendations for Improvement 8](#_Toc378000819)

[How these recommendations would improve the policies and guidelines 8](#_Toc378000820)

[How this is linked to an Individual’s Contract of Employment 8](#_Toc378000821)

[Procedures and Guidelines for User Requirements 9](#_Toc378000822)

[Description 9](#_Toc378000823)

[Example 9](#_Toc378000824)

[Recommendations for Improvement 9](#_Toc378000825)

[How these recommendations would improve the policies and guidelines 9](#_Toc378000826)

[How this is linked to an Individual’s Contract of Employment 9](#_Toc378000827)

[Procedures and Guidelines for Issue Reporting 9](#_Toc378000828)

[Description 9](#_Toc378000829)

[Example 9](#_Toc378000830)

[Recommendations for Improvement 9](#_Toc378000831)

[How these recommendations would improve the policies and guidelines 9](#_Toc378000832)

[How this is linked to an Individual’s Contract of Employment 9](#_Toc378000833)

# Company Purpose and Function

Describe the purpose and function of the company, what it sells, how it does business, whether it has an online or offline presence and the features of this presence.

Then describe the internal structure of the company, how it is managed and the functional areas that exist.

# Company Location

Describe the location of the company, where it is, why it is there and the reasons for its location.

# Types of Data used within the Company

Describe the information flows, what kind of information there is, what kind of information needs to be protected, the storage and security of the data that needs to be in place.

# Policy Purpose

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Policy Audience

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for User Names and Passwords

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Email Usage

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Cyber bullying

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Access Privileges

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Backup and Disaster Recovery

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Network Security

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Physical Control

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Network Security Policy

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for User Requirements

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment



# Procedures and Guidelines for Issue Reporting

## Description



## Example

## Recommendations for Improvement

## How these recommendations would improve the policies and guidelines

## How this is linked to an Individual’s Contract of Employment