

**CONFIDENTIAL - SECURITY INFORMATION**

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**Section 1: Introduction**

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This document is a security policy document for the organization. It defines the security requirements and controls that must be implemented to protect the organization's information assets. The purpose of this document is to provide a clear and concise statement of the organization's security policy and to ensure that all employees are aware of their responsibilities in maintaining the security of the organization's information assets.

The security policy is based on the following principles:

- Confidentiality: Information must be protected from unauthorized disclosure.
- Integrity: Information must be protected from unauthorized modification.
- Availability: Information must be available to authorized users when needed.

The security policy applies to all employees, contractors, and visitors who have access to the organization's information assets. It is the responsibility of all employees to comply with the security policy and to report any security incidents to the appropriate personnel.

The security policy is reviewed and updated annually or whenever there are significant changes to the organization's information assets or the security environment.

**Section 2: Security Requirements**

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The security requirements are defined in this section. They are the minimum security controls that must be implemented to protect the organization's information assets. The security requirements are based on the organization's risk assessment and the industry best practices.

The security requirements are as follows:

- Physical Security: All information assets must be protected from physical theft, damage, and destruction.
- Access Control: Access to information assets must be restricted to authorized users only.
- Encryption: Sensitive information must be encrypted to protect it from unauthorized disclosure.
- Incident Response: A plan must be in place to respond to security incidents.
- Security Awareness: All employees must be trained on the security policy and their responsibilities.

**Section 3: Security Controls**

- 1. Physical Security: All information assets must be protected from physical theft, damage, and destruction.
- 2. Access Control: Access to information assets must be restricted to authorized users only.
- 3. Encryption: Sensitive information must be encrypted to protect it from unauthorized disclosure.
- 4. Incident Response: A plan must be in place to respond to security incidents.
- 5. Security Awareness: All employees must be trained on the security policy and their responsibilities.

# Office Management Secretarial Practice English Dgetc

**Sheila Malcolm Wilkie Raeside**



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