Information Security Policy Acknowledgement

Please read this summary of the Information Security Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Information Security Policy

- Classify information as public, internal, confidential or restricted and handle it accordingly.
- Lock screens and keep a clear desk when away.
- Access is granted on need-to-know and reviewed regularly.
- Encrypt confidential data in transit and at rest.
- Report security incidents within one hour of noticing them.

Acknowledgement

- [ ] I have received and read the Information Security Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE