



# Information Security

Below is a sample information security policy an employer might include in its employee handbook.

**[Company name] takes data security very seriously.** Each employee must assist in helping the Company achieve its goal of safeguarding corporate and client/customer information.

The basic guidelines for securing sensitive information are as follows:

- Computers/laptops are required to be locked when leaving your desk for any period of time.
- Documents that contain personal information must be securely locked away every night.
- Employees must collect/remove all paperwork from printers/copy/fax machines promptly.
- Disregarded paperwork must be shredded or placed in a secure shred bin. This includes, but is not limited to: sticky notes, handwritten messages, printed emails, etc.
- Stolen or misplaced equipment (laptops, mobile devices, access badges, etc.) must be reported to the Company IT staff immediately for deactivation and further investigation.
- Laptops should be securely locked away or taken home every night. Laptops should also never be left in plain sight inside of any vehicle.
- Emails containing confidential information sent to clients/customers should be sent via a secure portal.
- Files received have the potential to contain computer viruses. Employees should review all communication received to ensure it originates from a credible source before clicking on any links or opening any attachments.
- Employees should store all login information within a Company-approved secure password management application, and should never share or divulge passwords.

Your consent and compliance with this policy is a term and condition of your employment. Failure to abide by these guidelines will result in disciplinary action, up to and including termination.

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