IT POLICY CHECKLIST

☐ Purchasing policy

○ **PURPOSE**

Answer the following questions:

- Why is a purchasing policy necessary?
- How will your business use the purchasing policy?

○ **SCOPE**

Answer the following questions:

- Who needs to comply with the purchasing policy?
- Which devices and tools does it cover?

○ **POLICY**

Address some or all of the following topics:

- Hardware
- Software
- Installation

☐ Acceptable use policy

○ **PURPOSE**

Answer the following questions:

- Why is an acceptable use policy necessary?
- How will your business use the acceptable use policy?

○ **SCOPE**

Answer the following questions:

- Who needs to comply with the acceptable use policy?
- Which devices and tools are included?

○ **POLICY**

Address some or all of the following topics:

- Internet
- Device
- Email
- Social media
- Remote access

☐ Security policy

○ **PURPOSE**

Answer the following questions:

- Why is a security policy necessary?
- How will you use the security policy?

○ **SCOPE**

Answer the following questions:

- Who needs to comply with the security policy?
- Which devices and tools are included?

○ **POLICY**

Address some or all of the following topics:

- **Cybersecurity**
  - Network security
  - Passwords
  - Multi-factor authentication
  - Security training
  - BYOD
  - Portable data storage
  - Antivirus requirements
  - Patching
  - Workstation
  - Disaster recovery
  - Incident response

- **Data security**
  - Access control
  - Data storage
  - Protection of PII
- **Physical security**
- **Audits**
- **Data governance policy**
  - Access
  - Use
  - Integrity
  - Security

☐ Policy enforcement

○ **PURPOSE**

Answer the following questions:

- Why is policy enforcement necessary?
- How will your business use policy enforcement?

○ **SCOPE**

Answer the following question:

- Who is subject to repercussions if they violate the IT policy?

○ **POLICY**

Answer the following question:

- What are the consequences of violating the company's IT policies?