

<< [Organisation] Logo >>

<< Security Awareness Policy >>

Version: 1.0

Date

NetHost Legislation- Cyber Essentials & ISO Standard Training & Certification Company, Scotland/England

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 1 of 5

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Revision History

Date	Version	Author	Summary of Changes

Approvals

Name	Signature	Title	Issue Date	Version

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 2 of 5

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Contents

Contents

INTRODUCTION	4
DOCUMENT PURPOSE.....	4
SCOPE.....	4
POLICY	4

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 3 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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INTRODUCTION

DOCUMENT PURPOSE

Security Awareness Policy provides guidance and direction on the development & management of security awareness systems within the [Organisation]. It should be read alongside the [Organisation] Information Security Policy. Between the two documents, staff/users should be able to obtain a clear understanding of the ways in which security awareness material and processes should be used and maintained.

SCOPE

The policy covers the use and development of security awareness systems, and applies to all staff/users of [Organisation] systems.

POLICY

Below are statement shall by followed by all staff.

Policy Statements

No:	Statements
	Security awareness material containing, but not limited to, instruction, guidance and advice on security threats, risks, good practice and standards must be available to staff.
	Security awareness material must be appropriate for non-staff such as contractors and visitors, where appropriate, who may have access to systems and data.
	Security awareness material must be available in several formats, including printed

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 4 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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SECURITY AWARENESS POLICY

	material and online presentation.
	Procedures describing the preparation, maintenance and delivery of training material must be documented.
	[Organisation] must provide a way for staff to indicate that they have taken and understood security awareness training and agree to abide by the instructions therein presented.
	Prior to employment, individuals who have accepted offers of employment from the [Organisation] should where possible be provided with awareness material in order to familiarise themselves with security requirements
	On engagement by the [Organisation] , all staff and contractors (and visitors where appropriate) must be presented with awareness material and be under instruction to read the material and follow [Organisation] presentation such as videos or instruction.
	All staff and contractors (and visitors where appropriate) must read security awareness material.
	Staff and contractors (and visitors where appropriate) who have not read security awareness material are prohibited from accessing systems or data.
	All staff and contractors (and visitors where appropriate) must agree to abide by the instructions set in the awareness material.
	Staff and contractors (and visitors where appropriate) who do not agree to abide by the provisions set in the awareness material are prohibited from accessing systems or data.
	All staff and contractors (and visitors where appropriate) must indicate that they have read and understood the security awareness training material by completing an entry on the monitoring system provided.
	Staff and contractors (and visitors where appropriate) who do not complete an entry in the monitoring systems, or who complete an entry but state that they do not intend to abide by the provisions in the awareness material are prohibited from access systems or data.
	Staff and contractors engaged for more than one year must be presented with security awareness material on a yearly basis.
	Staff and contractors must agree to follow the provisions in the awareness material in the same manner as when they were first engaged, and to state their intention to comply on the monitoring system.
	Any staff or contractor who fails to refresh their security awareness according to the supplied material, or whom fails to state their intention to comply with the provisions in the material, are prohibited from accessing systems or data.

Version: xx

Date: xx

[Organisation] Name: xx

Security Level: Internal

Page 5 of 5

NetHost Legislation- Cyber Essentials and ISO Standard Management System Certification Company, Scotland/England

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