

A Roadmap for Security Best Practices

Information technology policies and procedures create a foundation and roadmap to protect the confidentiality, integrity and availability of your organization's IT systems and information. Effective policies and procedures explain the data security best practices users are expected to follow to give them the guidance and confidence to act in the organization's best interests.

Summit Business Technologies offers an IT Policy & Procedure Implementation Service that provides basic policies designed to cover the broadest and most critical areas. While the policies are tailored for individual organizations, they are NOT compliance-level policies (SOX, HIPAA, NIST, etc.). Summit does offer compliance level services not covered within the Summit Security Suite for those organizations subject to regulation.

The 10 Core Policies

Summit has identified 10 IT policies that we feel every organization should have, at a minimum. The following policies can be implemented as part of the Summit Security Suite:

1. Acceptable Use Policy

Defines broad acceptable uses of organizational IT resources.

2. Account Management Policy

Defines standards for how IT accounts are created, used, maintained, and depreciated.

3. General Backup Policy

Defines general backup outline and standards.

4. Bring Your Own Device Policy

Defines general backup outline and standards.

5. Email Policy

Defines rules and standards to protect organizational email related resources and reputation.

6. Mobile Device Policy

Defines acceptable uses and reasonable precautions to be taken regarding organizational owned mobile devices.

7. Password Policy

Defines password length, complexity, and age requirements and standards.

8. Remote Access Policy

Defines standards for connecting to organizational resources remotely.

9. Removable Media Policy

Minimize the risk of loss or exposure of sensitive information from infected portable memory and storage devices.

10. Securing Information Systems Policy

Defines broad overall policies concerning additional IT standards and resources.