IT Policies & Procedures
Week 7
What’s the difference between these concepts?

- A policy
- A procedure
- A standard
- A guideline

Which are controls?
What are some of the items that should be included in any policy?

- Company logo
- “Policies and Procedures” title
- Policy name
- Objective
- Applies to
- Key guidelines
- Samples
- Questions?
- Last revision date
Your Questions

1. Assuming you need policies, how would you go about deciding how many and which ones?
2. What’s the right mix of policies, procedures, standards and guidelines?
3. Assuming you now have a set of policies, how do you know if they are any good? Working?
4. As an auditor looking at an IT organization’s policies, what would you look for?
Temple’s Social Security Policy

Look up Temple’s social security number policy and answer these questions with your team:

1. Is a policy needed? What risk is it addressing?
2. Who does it affect? Is it used? Is it practical?
3. Is it unambiguous? Understandable?
4. How would you measure compliance?
5. How would you communicate this policy?
6. How would you detect a violation? What actions would you take.