IMPLEMENTING CYBERSECURITY POLICIES AND ACCEPTABLE USE

August 2021

AGENDA

- Overview of Security Policies
- Policy vs Process vs Procedure
- Importance of Security Policies
- Policy Topics
- Creating Policies

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INFORMATION SECURITY POLICY & ACCEPTABLE USE POLICY

INFORMATION SECURITY POLICIES

- A statement or collection of statements.
- Provide guidance regarding the security of the organization.
- Define the who, what, where and why to organization's overall security posture.

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ACCEPTABLE USE POLICY

- **Set of rules when utilizing organizational assets or services.**
- **List of Do's & Don'ts**

The majority of employees (52%) in the US and UK see no security risk in sharing passwords and logins.

-IS Decisions

POLICY VS PROCESS VS PROCEDURE

DIFFERENCES

Policy:

The overall guidelines

Process:

The flows of activity

Procedure:

The detailed instructions of steps

During this unexpected remote work era, more than half (56%) of employees reportedly use their personal computer as their work device.

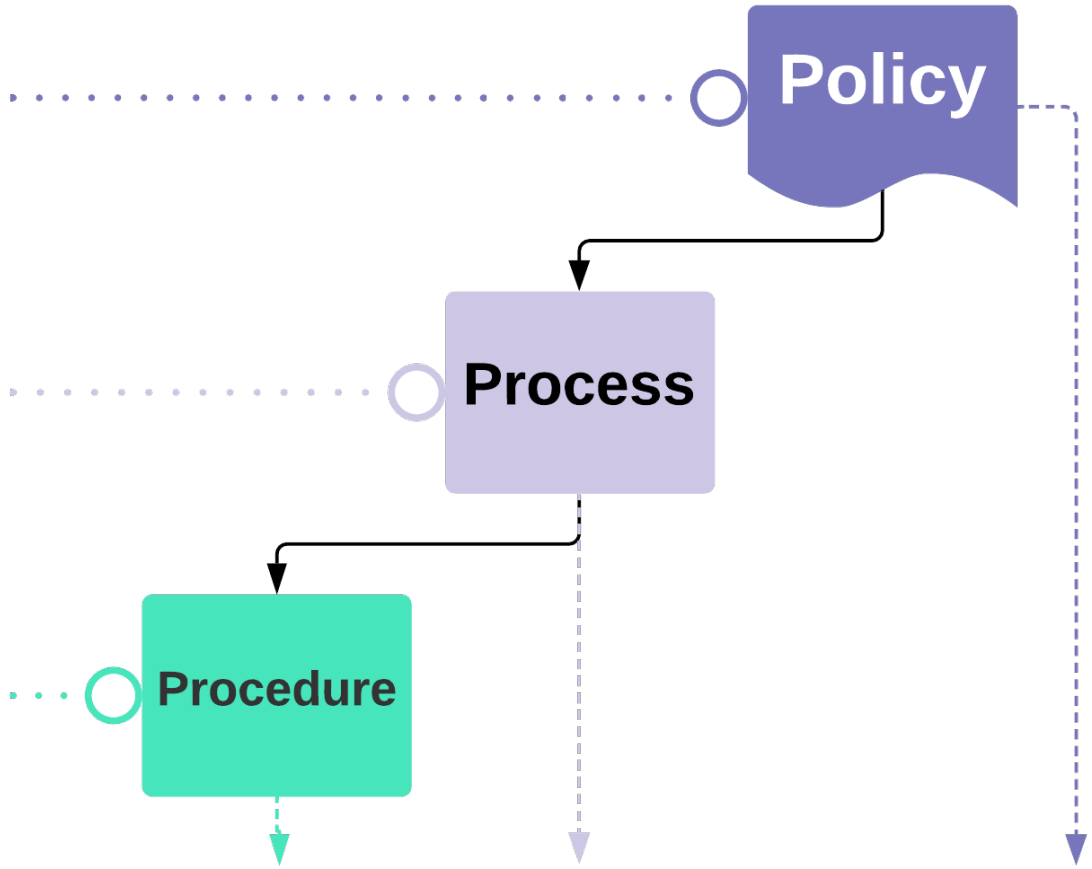
- Morphisec

TYPES OF SERVICE PROVIDERS

A policy is a rule or guideline that helps an organization govern a process.

A process is a series of high-level activities or tasks that produce a specific outcome.

A procedure is a sequence of steps or instructions to complete an activity within a process.



Procedure
Instructions on how to assign online training to this months new hires.

Security Awareness Process
Provides high-level guidance on different types of educate such as new user onboarding, working from home, secure coding, etc.

Security Awareness Policy
Outlines training and awareness requirements for all users.

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IMPORTANCE OF CYBERSECURITY POLICIES

SET EXPECTATIONS

- **Allow organizations to commit to values and missions.**
- **Provide expectations to end users**
  - **Important of defining expectations for all users including contractors, volunteers, etc.**

If it's not documented…

…it's just a good idea.

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ACCOUNTABILITY

- How users should conduct themselves
- Disciplinary actions
- Expectations from co-workers

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ADDRESS THREATS

- Never-ending landscape
- Goal of policies and procedures it to address threats
- Implement strategies on how to mitigate threats
- Develop procedures to recover from threats

65%: Security pros who expect to be responding to a major breach in the next year

-Consumers in the Crosshairs (Black Hat USA)

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LEGAL

- Due Diligence
- Defend against legal claims
- Legal actions against users who don't follow policy

COMPLIANCE

- **Depending on industry might require specific policy and procedures**

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PROVIDE GUIDANCE

- **Above all provide guidance to workforce members.**

The goal when writing an organizational information security policy is to provide relevant direction and value to the individuals within an organization with regard to security.

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POLICY TOPICS

NUMBER OF TOPICS

- The number of policies/ size of policy depends on several elements including organization size, compliance/ regulatory, maturity, and organizational structure.

Not all policies are relevant or necessary for all organizations.

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POLICY TOPICS

- Acceptable Use
- Asset Management
- Disaster Recovery/ Backup
- Contingency/ Business Continuity
- BYOD
- Change Management
- Data Classification
- Retention
- Data Destruction
- Encryption
- Incident Response
- Access Mgmt.
- Network Security
- Vendor Mgmt.
- Password
- Physical
- Environmental
- Remote Access
- Software Development
- Software life cycle
- Wireless
- Clean Desk
- Patch Mgmt.
- Endpoint Management
- Email policy
- Internet Usage
- Audit and Logging
- Configuration Mgmt.
- Removeable Media
- Risk Management
- Security Awareness
- IT strategy/ Planning
- Vulnerability Mgmt.

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NECESSARY TOPICS

- **No matter the size or maturity of an organization they should have the following essential policies/ plans in place.**
- **Incident Response**
  - Being prepared for an incident can significantly limit the amount of damage to the organization.
- **Disaster Recovery**
  - Having a plan to restore operations after an event
- **Contingency/ Business Continuity**
  - Having a plan to keep business operational during an event.
- **Acceptable Use**
  - Demonstrates due diligence
  - Provides guidance

Never expect users to know what is right or wrong, or what to do in an emergency.

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CREATING POLICIES

POLICY OUTLINE

- Main Sections of Policy
- Overview
- Objectives/ Purpose
- Scope
- Roles & Responsibilities
- Body
- Exceptions
- Violations/ Sanctions
- References to Relevant Legislation
- Revision History

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ACCEPTABLE USE

- Main Sections of Policy
- Overview
- Objectives/ Purpose
- Scope
- General Use/ Acceptable Use
- Unacceptable Use
- Email and Communications/ Internet Use
- Violations/ Sanctions
- References to Relevant Legislation
- Revision History

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TIPS

- **Make policies easy to find/ reference for all users**
- **Make them easy to read/ understand**
  - **Limit legalize**
- **Engage employees to see what is/ isn't working**
- **Get executive buy-in**
- **Customize policies, don't just download one from the web**

EDUCATE/ TRAIN

- **Educate users throughout the year on policies and best practices**
- **Don't rely on the old review and sign during onboarding**

95% of cybersecurity breaches are due to human error.

IBM Cyber Security Intelligence Index Report.

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EXAMPLES

EXAMPLE REFERENCES

- Check colleges/ universities
  - https://www.educause.edu/focus-areas-and-initiatives/policy-and-security/cybersecurity-program/resources/information-security-guide/security-policies/information-security-policy-examples
- SANS
  - https://www.sans.org/information-security-policy/
- Purple Security
  - https://purplesec.us/resources/cyber-security-policy-templates/

Remember using online templates is great, but must customize to your organization.

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NEXT STEPS

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- Don’t Wait! Its never to late to implement policies and procedures
- There is Help

CPAs & BUSINESS ADVISORS

QUESTIONS?

THANK YOU

Dale Lozo

Cybersecurity Advisory Leader -

Cybersecurity Services

dlozo@eidebailly.com

916.570.1889

eidebailly.com