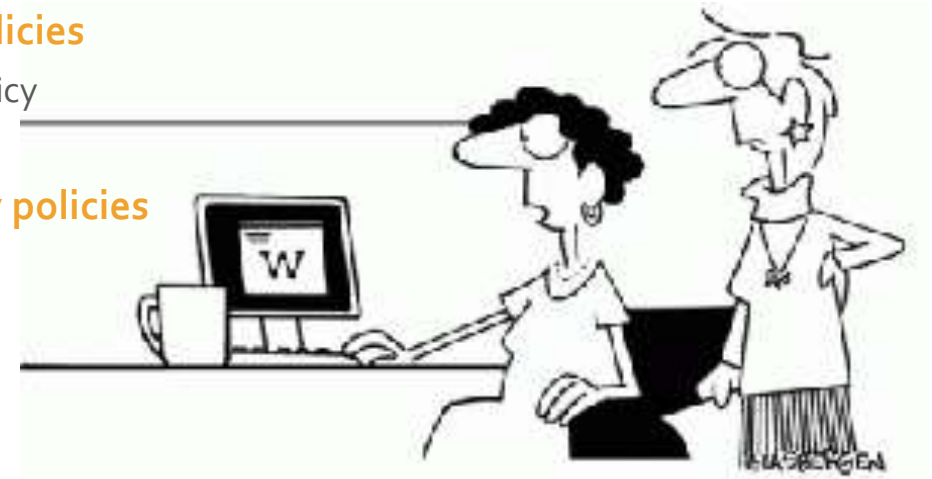
Types of Information Security Policies

- Information security policy
  - Set of rules for the protection of an organization's information assets
    - **Enterprise information security policies**
      - General security policy
    - **Issue-specific security policies**
      - Specific technology policy
    - **Systems-specific security policies**
      - Configurations



Enterprise Information Security Policy (EISP)

- Supports the mission, vision, and direction of the organization
- Sets the strategic direction, scope, and tone for all security efforts
- Executive-level document
- Drafted by organization's chief information officer
- Expresses the security philosophy within the IT environment
- Guides the development, implementation, and management of the security program
- Address an organization's need to comply with laws and regulations in two ways:
  - General compliance
  - Identification of specific penalties and disciplinary actions

Components of EISP

Component	Description
Statement of Purpose	Answers the question, "What is this policy for?" Provides a framework that helps the reader understand the intent of the document. Here's a sample Statement of Purpose: "This document will: identify the elements of a good security policy explain the need for information security specify the various categories of information security identify the information security responsibilities and roles identify appropriate levels of security through standards and guidelines This document establishes an overarching security policy and direction for our company. Individual departments are expected to establish standards, guidelines, and operating procedures that adhere to and reference this policy while addressing their specific and individual needs."[5]
Information Technology Security Elements	Defines information security. For example: "Protecting the confidentiality, integrity, and availability of information while in processing, transmission, and storage through the use of policy, education and training, and technology...." This section can also lay out security definitions or philosophies to clarify the policy.
Need for Information Technology Security	Provides information on the importance of information security in the organization and the obligation (legal and ethical) to protect critical information about customers, employees, and markets.
Information Technology Security Responsibilities and Roles	Defines the organizational structure designed to support information security. Identifies categories of individuals with responsibility for information security (IT department, management, users) and their information security responsibilities, including maintenance of this document.
Reference to Other Information Technology Standards and Guidelines	Lists other standards that influence and are influenced by this policy document, perhaps including relevant laws (federal and state) and other policies.

Issue-Specific Security Policy (ISSP)

- Addresses specific areas of technology
- Requires frequent updates
- Contains a statement on the organization's position on a specific issue
- May cover:
  - Use of company-owned networks and the Internet
  - Use of telecommunications technologies (fax and phone)
  - Use of electronic mail
  - Specific minimum configurations of computers to defend against worms and viruses
  - Prohibitions against hacking or testing organization security controls
  - Home use of company-owned computer equipment
  - Use of personal equipment on company networks
  - Use of photocopy equipment

Components of ISSP

Component	Description
1. Statement of policy a. Scope and applicability b. Definition of technology addressed c. Responsibilities	The policy should begin with a clear statement of purpose.
2. Authorized access and usage a. User access b. Fair and responsible use c. Protection of privacy	This section addresses *who* can use the technology governed by the policy and *what* it can be used for. An organization's information systems are the exclusive property of the organization, and users have no general rights of use. Each technology and process is provided for business operations. Use for any other purpose constitutes misuse.
3. Prohibited usage a. Disruptive use or misuse b. Criminal use c. Offensive or harassing materials d. Copyrighted, licensed, or other intellectual property e. Other restrictions	Unless a particular use is clearly prohibited, the organization cannot penalize its employees for using it in that fashion.
4. Systems management a. Management of stored materials b. Employer monitoring c. Virus protection d. Physical security e. Encryption	This section focuses on users' relationships to systems management. It is important that all such responsibilities be designated to either the systems administrators or the users; otherwise, both parties may infer that the responsibility belongs to the other party.
5. Violations of policy a. Procedures for reporting violations b. Penalties for violations	This section specifies the penalties for each category of violation as well as instructions on how individuals in the organization can report observed or suspected violations. Allowing anonymous submissions is often the only way to convince users to report the unauthorized activities of other, more influential employees.
6. Policy review and modification a. Scheduled review of policy and procedures for modification	Because a document is only useful if it is up to date, each policy should contain procedures and a timetable for periodic review. This section should specify a methodology for the review and modification of the policy, to ensure that users do not begin circumventing it as it grows obsolete.
7. Limitations of liability a. Statements of liability or disclaimers	If an employee is caught conducting illegal activities with organizational equipment or assets, management does not want the organization held liable. The policy should state that the organization will not protect employees who violate a company policy or any law using company technologies, and that the company is not liable for such actions.

Systems-Specific Policy (SysSP)

- Appear with the managerial guidance expected in a policy
- Include detailed technical specifications not usually found in other types of policy documents
- Managerial Guidance SysSPs
  - Guide the implementation and configuration of a specific technology
- Technical Specifications SysSPs
  - General methods for implementing technical controls
- Access control lists
  - Set of specifications that identifies a piece of technology's authorized users and includes details on the rights and privileges those users have on that technology
- Access control matrix
  - Combines capability tables and ACLs
- Configuration rules
  - Specific instructions entered into a security system to regulate how it reacts to the data it receives
- Rule-based policies
  - More specific to a system's operation than ACLs
  - May or may not deal with users directly