

## WHAT WE DO...

Policies and procedures draft/review in the context of cyber security refers to the meticulous process of creating, updating, and evaluating guidelines and practices that govern the secure management of information systems. These documents delineate an organization's stance on various aspects such as access control, incident management, data protection, and regulatory compliance. The drafting stage involves the articulation of principles, roles, and responsibilities, setting the foundation for the organization's cyber security framework. It needs to take into consideration various laws, regulations, industry standards, and best practices relevant to the organization's operations and jurisdiction.



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# Policies & Procedures Drafts/Review

Policies and procedures draft/review involves the creation and examination of rules and guidelines governing an organization's cyber security. It requires careful scrutiny to align with legal and industry standards. Other necessary documentation includes risk assessments, incident response plans, compliance reports, and evidence of employee training, crucial for obtaining cyber insurance and overall security.



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## Policies & Procedures at a glance...

The review process is equally crucial. It requires an ongoing examination and adjustment of existing policies to ensure they remain relevant and effective in the face of evolving technological landscapes and regulatory requirements. Collaboration with legal, technical, and operational stakeholders is often necessary for an effective review.

## THERE'S MORE...

Policies and procedures drafts and reviews pertain to the formulation, assessment, and refinement of guidelines within an organization. This practice ensures that operations align with the organization's values, regulatory requirements, and strategic objectives. In the context of cybersecurity and obtaining cyber insurance, these processes are particularly critical and multifaceted.

### POLICIES & PROCEDURES DRAFTS/REVIEWS

**Definition and Purpose:** Policies are overarching principles that guide decision-making, while procedures are step-by-step instructions for specific processes. Drafting involves creating these guidelines from scratch or revising existing ones, while reviewing ensures that they remain relevant, effective, and compliant with laws and standards.

#### Drafting Process:

- **Identifying Needs:** This includes understanding the organization's goals, legal obligations, risk factors, and industry standards, particularly in cybersecurity.
- **Development:** Creating or revising policy and procedure documents, engaging with stakeholders, and aligning with best practices.
- **Consultation:** Involving relevant departments and experts, especially IT and legal teams, to ensure comprehensiveness and compliance.
- **Approval:** Senior management or governance body evaluates and sanctions the documents.

#### Review Process:

- **Regular Assessment:** Regularly evaluating policies and procedures to ensure they remain relevant and effective.
- **Compliance Checks:** Ensuring alignment with legal regulations and industry standards.
- **Updates:** If needed, revising and updating documents to reflect changes in laws, technologies, or organizational objectives.

## AND FINALLY...

For obtaining cyber insurance, the following documentation is typically required:

1. **Current Cyber Security Policies and Procedures:** To assess the organization's cyber hygiene and risk profile.
  2. **Risk Assessments:** Analyzing potential threats and vulnerabilities.
  3. **Incident Response Plans:** Outlining the steps for responding to a cyber incident.
  4. **Compliance Reports:** Demonstrating adherence to relevant laws and standards.
  5. **Training Records:** Evidence of employee awareness and training in cyber security.
  6. **Previous Incident Histories:** Information on past cyber incidents, if any, along with remediation measures.
- Third-Party Vendor Assessments:** If applicable, evaluating the security of third-party connections. Together, these elements form the backbone of an organization's cyber security approach, playing a vital role in safeguarding assets and facilitating the acquisition of cyber insurance.