[](https://goo.gl/M3TPpE)**DATA SECURITY PLAN TEMPLATE**

| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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DATA SECURITY PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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1. **SYSTEM IDENTIFICATION**

Details on system, system owner, number of users

1. **SYSTEM ENVIRONMENT**

Details on system interconnections, key devices, hardware and software components

1. **REQUIREMENTS**

Details on any data security requirements that are applicable

* 1. **Access Control**

Ensure system limits access to authorized users, sets type of transactions allowed, limits certain functions to "privileged" users, monitors remote access, controls connection of mobile devices

* 1. **Awareness and Training**

Ensure everyone in organization is aware of system security risks, are adequately trained to perform activities in a way that protects data, understand indicators of threats or infiltrations

* 1. **Audit and Accountability**

Ensure organization has an ongoing system that monitors any unusual or unauthorized activity in the system

* 1. **Configuration Management**

Establish and maintain baseline configurations throughout the system, including controlling and monitoring user-installed software

* 1. **Identification and Authentication**

Ensure system can identify system users and devices, enforce a minimum password complexity

* 1. **Incident Response**

Establish system that tracks, documents and reports incidents that may have compromised security and tests the organizations ability to respond to an incident

* 1. **Maintenance**

Perform continual maintenance to the system

* 1. **Media Protection**

Limit access to the system's digital media to authorized users and ensure the digital media is kept safe in other ways

* 1. **Personnel Security**

Screen people before allowing access to system and ensure the system is protected after people leave the organization

* 1. **Physical Protection**

Limit access to the physical systems and equipment to authorized people

* 1. **Risk Assessment**

Periodically assess the security risks in the normal operation of the system, and scan for vulnerabilities and make fixes when vulnerabilities are found

* 1. **Security Assessment**

Periodically assess the security controls to ensure they are effective and make fixes where necessary

* 1. **System and Communications Protection**

Monitor and protect communications from outside the system that are received by the system

* 1. **System and Information Integrity**

Identify, report and correct system flaws in a timely manner, provide protection from malicious code and monitory security alerts and advisories

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