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## Data Security Policy

Securing your company's data is perhaps the most vital responsibility of the modern IT department. And while there are numerous technologies to help shore up your perimeter defenses and detect or block threatening traffic, the most essential step in securing data is to ensure that only the right people have access to the right systems.

This customizable policy template from our partners at [Toolkit Cafe](#) will help you establish strong guidelines for assigning access rights to users and locking out all other potential threats. Among other tenants, the policy dictates that all access accounts be specific to an individual (no shared IDs for a group) and that business managers classify all their information in categories that can be used to define appropriate security measures.

Included in this ZIP file are:

- Data Security Policy.doc
- Intro Doc.pdf
- Terms and Conditions.pdf