This template details the mandatory clauses which must be included in an agency’s Information Security Policy as per the requirements of the WoG Information Security Policy Manual. In addition, this document also provides context to the mandatory clauses by structuring them within an example Information Security policy, with additional guidance provided on other issues which agencies may wish to consider when developing their policies.

An agency’s Information Security policy provides governance for information security management, and direction & support within the agency. The development and approval of an agency’s information security policy not only establishes management commitment and governance arrangements, but defines the agency’s policy in all aspects of information security, including asset management, human resource management and compliance.

**Template Structure**

The Whole of Government Information Security Policy Manual will be referred to in this template as ‘the manual’. The manual and supporting Procedures contain mandatory and recommended statements. Terminology is used as follows to indicate whether a Policy or Procedure statement is mandatory, conditional or recommended.

**Keyword Interpretation**

**MUST** - The item is mandatory.

**MUST NOT-** Non-use of the item is mandatory.

**SHOULD** - Valid reasons to deviate from the item may exist in particular circumstances, but the full implications need to be considered before choosing this course.

**SHOULD NOT -** Valid reasons to implement the item may exist in particular circumstances, but the full implications need to be considered before choosing this course.

**RECOMMENDS RECOMMENDED -** The item is encouraged or suggested.

‘MUST’ and ‘MUST NOT’ statements are highlighted in red throughout this template. Agencies deviating from these MUST advise the Agency ICT Reference Group of the decision to waive particular requirements. Agencies deviating from a ‘SHOULD’ or ‘SHOULD NOT’ statement MUST record:

• the reasons for the deviation,

• an assessment of the residual risk resulting from the deviation,

• the date at which the decision will be reviewed, and

• whether the deviation has management approval. Agencies deviating from a RECOMMENDS or RECOMMENDED requirement are encouraged to document the reasons for doing so. Information Management Advice Page 2 of 49 In this template the mandatory clauses are in red text. Following the mandatory clauses are the non-mandatory